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## Uniform Regulations

### 1007.1 PURPOSE AND SCOPE

The uniform policy of the Irvine Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

Department Owned and Personal Property

Body Armor

Personal Appearance Standards

Department Badges

### 1007.2 UNIFORM SPECIFICATIONS

The sections and subsections below provide the generic specifications for the department uniform.

### 1007.3 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

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

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (e) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (f) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.
- (g) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.
- (h) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (i) Mirrored sunglasses will not be worn with any Department uniform.
- (j) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or the authorized designee.

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1. Wrist watch
  2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand
  3. Medical alert bracelet
- (k) Sworn personnel do not have to wear the Department uniform and carry the applicable articles when:
1. Performing established plain-clothes duty assignment.
  2. When attending events where wearing of civilian attire is considered to be more suitable for the occasion, and approved by a supervisor.
  3. When directed by the Chief of Police.

#### **1007.4 INSIGNIA AND PATCHES**

- (a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- (b) Service stripes, stars, etc. - A service stripe denoting five years of full-time paid police service and/or reserve service with any Department may be worn. Placement on the sleeve shall be  $\frac{3}{4}$ " above the left cuff seam. When additional service stripes are added, they shall be placed above and immediately adjacent to the first. Officers purchasing new garments during the six-month period prior to completion of the required five-year period may have the additional service stripe for such period placed on the new garment. The service stripes are to be silver embroidery,  $1\frac{3}{4}$ " in length angled up and to the rear of the garment. The Department will pay for placement of service stripes on uniforms, but will not pay to have them removed.
- (c) The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform.
- (d) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (e) Assignment Insignias - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.
- (f) Insignia - Specialized Pins and Patches - All uniformed personnel are permitted to wear an American Flag pin on the inside corner of their right shirt pocket flap. The pin should be  $\frac{1}{2}$ " in from the inside edge and  $\frac{1}{2}$ " up from the bottom edge of the pocket flap. Both sworn and non-sworn traffic personnel may wear the Department-approved silver traffic patch below the Department patch on both sleeves of the long-sleeve or short-sleeve uniform shirt. Senior Animal Services Officers are permitted to wear silver two stripe corporal type pins on the collars of their utility uniform in lieu of the cloth chevrons on the sleeves. The pins shall be centered on the collar with the arch positioned so as to be centered on the apex of the collar pointing up.

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- (g) Department-Approved Team/Unit Pins - The pins identified below are authorized only for those sworn and civilian uniformed personnel currently assigned to the particular team or unit. Only one pin may be worn at a time, positioned directly below the badge, with the top of the pin even with the top seam of the left pocket.
  - 1. Personnel assigned to SWAT or the Crisis Negotiations Team may wear the Department-approved SWAT or CNT pin.
  - 2. Personnel assigned to the D.A.R.E. and K-9 units may wear Department-approved pins.
  - 3. Personnel assigned to the Major Accident Investigation Team (MAIT), may wear the Department-sanctioned MAIT pin.
  - 4. Personnel assigned to the Honor Guard may wear the Department sanctioned Honor Guard pin.
  - 5. Personnel assigned to the Mounted Unit may wear the Department sanctioned Mounted Unit pin.\*\*Note this pin is positioned directly above the nameplate, centered on the apex of the collar pointing up.\*\*All uniformed personnel are encouraged to wear award pins presented to them by the Department as part of their Class A uniform.
- (h) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.
- (i) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

#### **1007.5 HEADWEAR**

Uniform Dress Hat: The uniform dress hat shall only be issued to personnel while attending the Basic Academy, which requires its use. It shall be a soft cap, round executive style, navy-blue in color, with a short plastic visor and high polish. It shall include a silver stretch band ½" in width, secured with two silver toned "P" buttons. The hat piece shall be silver. It shall be of the shield type with a spread-winged eagle at the top and a bottom plate surmounted by the City seal and "Police" in blue block enamel.

Any sworn employee may purchase uniform dress hat, described above, as part of their annual uniform allotment. The uniform dress hat may be worn at formal occasions at the wearer's discretion or at the request of the Chief of Police.

Campaign Hat: Sworn personnel may, at their own expense, purchase a campaign hat. The campaign hat may only be worn with a Class A or B uniform and may be worn as an alternative to the "soft uniform cap", see below.

Soft Uniform Cap: A soft uniform (baseball style) cap is issued to all Department personnel for use as protection from the elements. The cap may be worn in situations of extreme weather conditions, e.g., rain, heat, cold, wind, etc. at a disaster scene, while assigned to an extended fixed post, or while conducting traffic control. The cap is to be viewed as an equipment item with a special protective function rather than a uniform component to be routinely worn.

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When working assignments where dignitaries are present, officers shall not wear the soft cap unless approved by the Incident/Event Commander. Should a field supervisor so instruct or proper decorum dictate officers shall remove the cap.

The cap shall be solid black in color. Upon the front face of the hat shall be embroidered the words "IRVINE POLICE" in silver block letters. The center of the arc shall be between the words "IRVINE" and "POLICE" and shall be 1 ½" above the bill of the cap. Only the Soft Uniform Cap issued by the Property and Evidence division may be worn.

Helmet – General Duty: The general duty helmet shall be issued to all sworn personnel.

- (a) Supervisors may require the wearing of helmets by sworn personnel on specific occasions when the need is apparent. In such instances, the helmet shall be strapped at all times
- (b) Helmets shall be immediately accessible by all uniform patrol officers in the field (IE: in a police unit)

#### **1007.6 OUTERWEAR**

Dress Jacket: Any sworn personnel of the rank of sergeants and above may purchase at their own expense a dress jacket. The dress jacket shall be of the Eisenhower type, navy blue in color, detailed in accordance with specifications as set forth by the California Highway Patrol dress jacket. The length of the jacket is to be tailored to the individual officer. This jacket may be worn with a uniform short or long sleeve shirt and tie.

Field Jacket: The uniform field jacket for all personnel will be Department issued. Any jacket worn on duty will include Department shoulder patches, accommodations for the badge or badge patch and the officer's name plate or embroidered name tape. Any alternative to the Department issued field jacket must be approved in writing by the Chief or Assistant Chief of Police.

Raincoat: The regulation raincoat shall be black and yellow reversible waterproof material, badge holder, and snap fasteners.

Gloves: Officers may use plain black leather gloves. Traffic control officers, or officers assigned to a formal occasion may use plain white gloves.

#### **1007.7 SHIRTS**

##### Sworn Personnel:

- (a) Long-Sleeve Shirt: Navy blue in color, tailored in accordance with specifications as set forth by the Chief of Police. A black crew type T-shirt or black turtleneck type shirt will be worn under a long sleeved shirt if a tie is not worn. The black turtleneck shirt shall not have insignia or the brand name visible and may only be worn during night time hours.
- (b) Short-Sleeve Shirt: Navy blue in color, tailored in accordance with specifications as set forth by the Chief of Police. Sleeves should not be made more than 2" above the

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inner break of the elbow. A black crew type T-shirt will be worn under the short sleeve uniform.

#### Civilian Personnel:

- (a) Long-Sleeve Shirt: Light Blue in color, tailored in accordance with specifications as set forth by the Chief of Police. A white crew type T-shirt will be worn under a long sleeve shirt if a tie is not worn.
- (b) Short-Sleeve Shirt: Light blue in color, tailored in accordance with specifications as set forth by the Chief of Police. Sleeves should not be made more than 2" above the inner break of the elbow. A white short sleeve crew style T-shirt will be worn under the short sleeve uniform shirt.

#### Soft Uniform/Polo Shirt:

- (a) Enforcement Related Duty: If authorized by the involved command staff member, a polo shirt may be worn as a duty shirt during an enforcement-related assignment. The shirts will be navy blue in color, shall include the embroidered depiction of the Department badge on the left chest and have shoulder patches embroidered in silver on both shoulders. Further, the word "POLICE" will be in two-inch, silver, block letters embroidered across the back. Officers will have their first initial and last name embroidered on the right chest and may choose to include their rank, and unit designation below their name.
- (b) Bicycle Patrol: Officers assigned to a bike patrol detail are authorized to wear the bicycle uniform sanctioned by the Department. The uniform shirt is navy blue and is adorned with the Agency shoulder patches, chest and back markings identified above
- (c) Open Space Patrol: Civilian personnel assigned to the Open Space Patrol will wear a light blue uniform polo shirt with markings as outlined in section above. Personnel in this assignment will also wear Khaki 5.11 pants.
- (d) Non-Enforcement Related Duty: If authorized by the involved command staff member, a polo shirt may be worn as a duty shirt for investigations, administration, public relations, crime prevention, community service, or other non-enforcement roles. The shirts will be dark blue in color and have all the embroidery as described above, but will not have the word "POLICE" on the back.
- (e) Volunteers: Volunteers working in the Department may wear a white polo shirt, with the badge of the Irvine Police Department and the word "VOLUNTEER" embroidered on the left chest area in navy blue.
- (f) Uniformed Volunteers: Volunteers assigned to the VIP (Volunteers in Policing) Program will wear a distinctive white short or long sleeve uniform shirt, with the Agency patches, badge and nameplate.
- (g) IDEC members will wear a white polo shirt, upon which is raised the IDEC logo on the left chest and the member's name and, if obtained, the member's Federal Communications Commission assigned call sign on the right chest in dark blue.
- (h) Police Explorers: Police Explorers, who have not completed their probation and others at the option of the advisors, will wear a slate blue/gray polo which includes the word "EXPLORER" embroidered on the back in two inch dark blue block letters.

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- (i) Training/Special Details: With the approval of the involved command staff member, specialty units will be authorized to wear modified uniforms that are significant to the unit. The Lieutenant of the Office of Professional Development, or SWAT Command, if appropriate, may authorize instructors' use of the Department's red training polo or red training t-shirt along with black or khaki cargo style pants for training. Further, C.N.T. members may wear black polo shirts along with black or khaki cargo style pants for training and call outs.

Unless otherwise authorized by the involved command staff member, specialty uniforms will be paid for by the employee or they can be purchased from their six articles of clothing in any twelve-month period.

Shirts shall be worn complete with shoulder patches, service stripes, the appropriate insignia or rank and nameplate. All buttons except the neck collar shall be fastened unless a tie is worn. Whenever the long sleeve shirt is worn, the wearing of the necktie is optional unless Class A uniform is mandated.

#### **1007.8 PANTS / SHORTS**

Class A & B Uniforms: Navy blue trousers with double flashlight pockets, tailored in accordance with the specifications as set forth by the Chief of Police. Length shall be such that there will be a slight break at cuff line.

Shorts: Uniform shorts are authorized for use by both sworn and non-sworn personnel in the assignments below, or as authorized by the Chief of Police or his designee.

- (a) DARE (as approved by their supervisor for specific activities)
- (b) Bicycle Patrol
- (c) Park Safety Officers

Skirts: When sworn personnel are attending a formal community function where civilian dress attire would be considered "black tie", or when attending an awards ceremony, females are authorized to wear a skirt instead of trousers. The skirt must be a Flying Cross, Style #38033 in the color "LAPD Navy." The skirt will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap when standing at attention.

Alternate Leg Wear: When authorized by the unit's command level manager, uniform personnel may wear khaki cargo-style pants with the Department polo shirt when it is appropriate for comfort or decorum.

If appropriate for gang, drug, vice or youth enforcement activities, a unit's command level manager may authorize jeans for use when it's appropriate for comfort or decorum. Police explorers will be allowed to wear jeans as dictated by their advisors. The jeans will be dark or indigo blue and of good quality and condition. Faded, torn, stained or ill fitting jeans are prohibited.

#### **1007.9 FOOTWEAR**

All footwear shall appear clean, professional and in good condition. Authorized footwear includes:

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- (a) Shoes with a smooth, plain toe, black in color, low cut or high top, center lace type. Shoes with a design or stitching on the toe shall not be permitted. All uniformed personnel shall wear rubber soled and heeled shoes.
- (b) Boots with a smooth, plain toe constructed of black leather or black leather/nylon with Virbram™ or similar type sole.
- (c) Uniformed personnel may purchase and wear a lightweight athletic type shoe. This shoe must be black in color and cannot display manufacturer insignias, names, logos, or markings that are not black in color. The shoe may be vinyl or leather textured.
- (d) Personnel authorized to wear Khaki 5.11 pants may wear brown plain toe shoes.
- (e) Motorcycle Enforcement Officers will wear their issued motorcycle riding boots while conducting field enforcement and training days. For administrative duties, with a traffic supervisor approval, they may wear boots described above in section b.
- (f) Sworn female personnel wearing a skirt as part of their Class A uniform shall wear pump style dress shoes with the skirt. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 2-1/2 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than 1/2 inch in diameter or larger than the body of the shoe. Faddish styles will not be worn (e.g. extreme toes, pointed or squared, or extreme heel shapes). They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a manmade material. They may be high-gloss or patent finish.

Socks: When wearing either the Class A, B, or D uniform, any portion of the sock visible to the public will be plain black in color. Personnel wearing brown shoes may wear brown socks.

#### **1007.10 UNIFORM ACCESSORIES**

Nameplate: The regulation nameplate shall be worn centered on the top seam of the right shirt or jacket pocket. The top of the nameplate will be even with the top seam of the pocket. The nameplate will be silver and include the employee's first initial and last name in dark blue. The addition or substitution of the middle initial is optional at the discretion of the employee.

A cloth nametag may be substituted on the field jacket or utility shirt. This nametag will be furnished by the Department. The nametag will have a black background with silver letters and shall be centered above the seam of the right chest pocket.

Tie (Class A Only): The tie shall be black in color, of plain cloth material and may be equipped with a clip-on or break-away device. Length of the tie visible beneath the knot shall be at least 11". The necktie shall not be removed when the dress jacket is worn. Uniform female employees may wear a black uniform crossover tie.

Tie Bar: The tie bar shall be silver in color, plain, without ornamentation, and shall be worn parallel to shirt pocket buttons.

Dress Belt: The trouser belt shall be plain black leather, or black nylon between 1 1/2" to 2" in width with a plain chrome or black buckle or Velcro fastener.

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Chrome Whistle with Lanyard: Officers assigned to the motorcycle enforcement unit may purchase at their own expense and wear as part of their uniform a single, silver-whistle lanyard from their right epilate down into their right shirt pocket.

#### **1007.11 DEPARTMENT ISSUED IDENTIFICATION**

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

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.

#### **1007.12 INSIGNIA - RANK**

Chief of Police: The Chief of Police shall wear four stars, silver in color, on the collar of the authorized uniform shirt or jacket.

Assistant Chief of Police: The Assistant Chief of Police shall wear three stars, silver in color, on the collar of the authorized uniform shirt or jacket.

Commander: Commanders shall wear two stars, silver in color, on the collar of the authorized uniform shirt or jacket.

Lieutenant: Lieutenants shall wear one plain silver metal bar, the placement of the bar being worn in the center of the collar, parallel and next to the collar stitching.

Sergeant: Sergeants shall wear three, cloth chevrons below the shoulder patch on the shirts and jackets. The chevrons shall be silver on a black background and shall be sewn on the sleeves with black thread.

Senior Animal Control Officer: Senior Animal Control Officers shall wear two cloth "corporal" stripes below the shoulder patch on the shirts and jackets. The stripes shall be silver on a black background and sewn on the sleeves with black thread.

Field Training Officer: Field Training Officers shall wear a double cloth stripe below the shoulder patch on the shirts and jackets. The double stripe shall be silver on a black background and sewn on the sleeves with black thread. FTO designation shall be removed once the Officer has left the program.

#### **1007.13 DUTY BELT**

Sworn personnel hired after 01/01/2007, requiring a duty belt, will be issued a Bianchi "AccuMold Elite™" in plain black.

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Sworn personnel in service prior to 01/01/2007 were issued and are permitted to wear the Bianchi "AccuMold™" made of black nylon web.

All sworn personnel are permitted to purchase, at their own expense, a uniform duty belt and related equipment made of plain black leather. Mixing equipment type is discouraged. Leather gear will be kept at a high gloss; and will have silver, black or hidden hardware where there is an option.

The equipment listed below shall be worn on the duty belt in a manner that:

- (a) Provides the greatest safety
- (b) Is tactically sound
- (c) Provides the greatest comfort for the wearer



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#### 1007.13.2 DUTY BELT ACCESSORIES

Belt Keepers: Keepers shall match the material of the duty belt, be black in color and have silver, Velcro or hidden snaps. Keepers should be worn anytime keeping the inner belt neat and concealed is a consideration and always when fast weapon presentation is an issue.

Ammunition Case: Magazine holders on the duty belt are limited to one pouch with a maximum of 4 magazines.

Handcuff Case: The cuff case shall be black in color, plain, with pear-shaped flap and have silver, Velcro or hidden snaps. Officers are permitted to purchase at their own expense a second cuff case meeting the same specifications.

Key Holder and Baton Ring: The key strap, hush key/key caddie, shall be plain black and match the material of the duty belt. The straight baton ring shall be black with a black or chrome ring. The collapsible impact weapon holder will be plain black plastic.

Cases and Holders: Cases/holders for digital recorders, cellular telephones may be issued by User Support. Small flashlights may be added to the duty belt at the employee's expense. These items must be plain black and match the material of the duty belt if available.

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### **1007.15 MIXTURE OF UNIFORM AND CIVILIAN CLOTHING**

Except as permitted by this policy, all uniformed personnel shall be in complete uniform when on duty. At their discretion, officers may wear uniform attire when traveling to and from work in a private vehicle. Officers will not be in uniform when off duty. For officer safety, no badge or police insignia should be visible to the public when driving private vehicles.

### **1007.16 UNIFORM AND EQUIPMENT MAINTENANCE**

Uniformed Personnel shall maintain in a clean and serviceable condition and ready for immediate use, such articles of uniform as are prescribed for their rank and for the duty to which they are assigned. Further, all uniformed personnel shall possess and maintain, ready for immediate use, the uniform equipment and other required articles prescribed in this manual.

Uniformed personnel having passed probation will be issued 6 articles of clothing in any twelve-month period. Uniforms damaged on duty beyond normal repair will also be replaced when approved by a member of management.

All uniforms shall be tailored and worn as called for by the City purchase order. In any given year, an employee may, at the Department's expense, alter up to six Department-issued uniform items

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after the initial tailoring when the uniforms are acquired. In this instance, the employee shall use a Department sanctioned tailor or uniform store to complete the alterations.

#### **1007.17 ALTERING THE STYLE OF UNIFORM**

Uniforms shall be made of the material and in the style prescribed in this policy and in the Uniform and Equipment Specifications Directory, and such style shall not be altered nor changed in any manner whatsoever unless authorized by the Chief of Police. Jewelry or personal ornaments, other than those authorized in this manual, shall not be affixed to any part of the uniform or equipment.

#### **1007.18 ASSIGNMENT-SPECIFIC UNIFORM AND EQUIPMENT**

Personnel assigned to specialty positions that require or authorize the wearing of specific uniform apparel or equipment shall only wear that uniform apparel or equipment while serving in that assignment, unless authorized by the Chief of Police or the Assistant Chief.

#### **1007.19 UNIFORM CLASSES**

##### 1007.19.1 CLASS A UNIFORM

Class A uniform - Lieutenants and Above: Long sleeve shirt – either white or navy blue, black tie, all other uniform accessories including, nameplate, and shoes or boots polished to a high gloss. The dress jacket is optional; it may only be worn with a long sleeve white shirt.

Class A uniform - Sergeants and Below: Long sleeve shirt, black tie, and all other uniform accessories including nameplate, and shoes or boots polished to a high gloss. Sergeants may consider a dress jacket as optional when not in formation but if the rank is appearing as a group, shall conform to the majority of sergeants present. The dress jacket may only be worn with a long sleeve white shirt.

Optional Class A for female employees - Long sleeve shirt, navy blue skirt (in accordance with 1007.8) name plate, department issued badge, black tie with tie bar, belt with firearm, holster, two magazines, and pumps (in accordance with 1007.9). Wearing of this Optional Class A for Female Employees will be done on a voluntary basis and limited to being worn while attending a formal community function where civilian dress attire would be considered “black tie” as approved by the Chief of Police, or when attending an awards ceremony.

##### 1007.19.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of:

- (a) Short sleeve shirt and all other uniform accessories.
- (b) A field jacket is optional depending on employee's comfort.
- (c) Any of the footwear options are allowed with the Class B uniform.

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#### 1007.19.3 CLASS D (UTILITY UNIFORM)

This special duty uniform is designated primarily for wearing during periods of rain, unusual occurrences or as a duty uniform for certain specialty assignments within the Department.

The utility uniform is an all black, two piece uniform, with exception of the SWAT uniform which is green. The shirt shall have a cloth badge, cloth nametag, and uniform patches on both shoulders. When wearing the utility uniform the employee shall wear boots as described in the Uniform and Equipment Specification manual. The utility uniform shall not be worn with a tie.

The utility uniform is approved for general use by:

- (a) K-9 handlers (all assignments including bloodhounds)
- (b) CSI
- (c) Commercial Enforcement
- (d) Animal Services
- (e) Motorcycle Enforcement Officers – only with Traffic supervisor approval
- (f) SWAT members – during training or operations
- (g) Civilian Traffic Investigators

For Sworn Personnel the utility uniform may be purchased by the department as one of the officers 6 articles of clothing in any twelve-month period.

Except for personnel in the positions above, employees shall not wear the utility uniform as a duty uniform, except during periods of rain or other unusual circumstances that have been approved by the watch commander.

#### 1007.19.4 MOTORCYCLE ENFORCEMENT OFFICER UNIFORM

Officers assigned to the Motorcycle Enforcement Unit must wear either the short or long sleeve navy blue uniform shirt as described within this policy and the Uniform and Specification manual, issued Kevlar Motoport motorcycle pants with inserted pads and issued motorcycle riding boots. Officers in this assignment are also issued a blue Motoport Kevlar motorcycle jacket for use while riding the Department motorcycle, however, officers in this assignment may also wear the field jacket or, if previously approved, a department issued custom-fitted leather motorcycle jacket.

Motorcycle enforcement officers may wear the Class D with the boots described in the Uniform and Equipment Specifications manual and section 1020.3.3 (above) only with Traffic supervisor approval.

#### **1007.20 MOURNING BADGE**

Uniformed employees shall wear a black mourning band across the uniform badge whenever a California Law Enforcement Officer is killed in the line of duty. The mourning band shall also be worn to honor a current or retired employee from this agency who has died. The following mourning periods will be observed:

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- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region fallen officer.
- (d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

The mourning band shall be worn by each uniformed employee from notification of the Department member's death by the Chief of Police (or his/her designee) to interment. The only mourning band permitted for display is the current band issued by the property division. It features two black horizontal strands separated by a thin blue strand.

#### **1007.21 PLAIN CLOTHES ATTIRE**

##### **1007.21.1 INVESTIGATORS / SPECIALTY ASSIGNMENTS / CIVILIANS**

Acceptable attire consists of one of the following:

- (a) Suit, dress shirt and tie
- (b) Sport coat, dress shirt, tie and dress trousers
- (c) (Female personnel) Dress, suit, or coordinated skirt or slacks outfit, which may include a sweater, giving a "business attire" look

Certain assignments, such as surveillance and undercover operations, do not lend themselves to such attire as discussed in the procedure. Thus, personnel assigned to such duties may be exempted from the provisions of this procedure. Investigative personnel assigned to "on-call" status shall be attired in the above fashion regardless of the time of day or night that they are required to respond.

##### **1007.21.2 CLOTHING ALLOWANCE**

Pursuant to the Memorandum of Understanding (MOU), employees may be compensated a specified dollar amount for reimbursement for work related clothing expenses.

##### **1007.21.3 REIMBURSEMENT PROCEDURE**

An employee requesting reimbursement for work related clothing expenses should submit an expense report with copies of receipts for the purchased items to his immediate supervisor. This expense report will be handled through the normal channels with the employee being reimbursed for actual expenses up to the negotiated amount in the MOU. Reimbursement will be reflected as taxable income on the employee's W-2 form.

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#### **1007.22 CIVILIAN ATTIRE**

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.
- (d) The following items shall not be worn on duty:
  - 1. T-shirt alone
  - 2. Open toed sandals or thongs
  - 3. Swimsuit, tube tops, or halter-tops
  - 4. Spandex type pants or see-through clothing
  - 5. Distasteful printed slogans, buttons or pins
- (e) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.
- (f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Irvine Police Department or the morale of the employees.

#### **1007.23 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS**

Unless specifically authorized by the Chief of Police, Irvine Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Irvine Police Department to do any of the following (Government Code §§ 3206 and 3302):

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

# Irvine Police Department

## Policies

### *Uniform Regulations*

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#### **1007.24 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

Irvine Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Irvine Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.