	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

**Statement of Purpose (TBP 2.13)**

The Department reserves the right to establish reasonable standards of appearance for Department employees as a condition of employment.

All employees shall pay close attention to proper hygiene and appearance in order to justify the public’s respect for the professional police employee and the Department. Supervisors shall assure employees within their command maintain a clean, neat and professional appearance.

Regulations regarding uniforms and appearance are subject to conflicting interpretations. When conflicts occur, the division/patrol commander is authorized to resolve the difference of opinion or make exceptions according to an interpretation of the intent of the rules.

All sworn personnel shall maintain a serviceable patrol uniform at all times should the need arise to recall officers in emergency situations.

**Patrol Uniforms**


Uniforms are designated Class A, Class B and Class C.

- A. Class A – Long sleeve shirt with tie. May include the wearing of commendation, training/certification and service bars.
- B. Class B – Long sleeve shirt
- C. Class C – Short sleeve shirt.

**General Guidelines**

The following guidelines will regulate how the Department uniform is to be worn:

- A. White, black or navy blue T-shirts may be worn while in uniform. Black and navy blue T-shirts may be crew or v-necked. White T-shirts will be v-neck only. T-shirts will be clean and in good repair (no frayed collars or tears visible). Black mock-turtle necks may be worn with Class B – long sleeve shirts.
- B. Uniforms are to be kept neat, clean, in good repair and well pressed.
- C. When in uniform, the complete uniform is to be worn and includes only approved uniform items. No part of the uniform is to be worn with civilian dress.
- D. Only those items specifically authorized may be worn on a duty uniform or external armor. Personal items and patches are not authorized.
- E. A long sleeve undergarment shall not be worn under a short sleeve uniform shirt.

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

## **Uniform Guidelines**

Employees shall wear their uniform and rank insignia according to the following guidelines:

- A. Badge – The badge or patch is worn centered above the left pocket.
- B. Name Plate – The issued nameplate or patch is worn at all times centered on and directly above the right breast pocket.
- C. Award bars are bars issued by the Department or approved for uniform wear by the Chief of Police. The bars are optional duty wear and required for court and other formal appearances where a Class A or Command Dress uniform is worn. The bars will be worn in rows of two (2), centered on the nameplate. Bars will be arranged with the least important on the lower left (facing the uniform). The most important bar will be on the top right. Officers may choose to wear a “Flag” bar with their departmental award bars. The flag bar will be worn in the lower left position.
- D. Sergeant Stripes – The sleeve chevron insignia shall be worn centered on each sleeve directly below the shoulder patch.
- E. Collar Insignia – Chief of Police, Assistant Chief of Police, lieutenant, and sergeant’s collar insignia are worn in symmetrical pairs; one on each collar (sergeant’s shirt collar insignia are optional). Collar insignia shall be silver in color and the smaller size designed to be worn on shirt collars.
- F. Collar Insignia on outer garments – Chief of Police, Assistant Chief of Police, and lieutenant’s insignia are worn on the epaulets and will be larger size rank insignia. These provisions shall apply to all uniform jackets with the exception of rain jackets.
- G. No collar insignias may be worn other than those indicating the sergeant, lieutenant, Assistant Chief of Police, or police rank or the service tenure award presented by the City of Abilene.

## **Uniform Footwear**


Footwear must be made of smooth grained, leather or similar synthetic material having acceptable likeness to leather.

The shoe or boot and laces must be black. The soles and heels of shoes shall be made of leather or synthetic material with a black edge. Boots must have walking heels and round or medium round toe.

No decorative stitching, embossing, welts or other patterns are authorized. Wing tips or shoes with ornamental designs, buckles or straps are not acceptable.

Taps or metal plates on footwear are prohibited.

Socks worn with low-cut shoes shall be black.

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

During bad weather, heavy rain, snow or ice, uniformed officers may wear black waterproof shoes, boots or overshoes. Colors other than black are prohibited.

### **Uniform Duty Gear**

All uniform duty gear shall be kept clean, shined (if leather) and in good condition.

Items or equipment not specifically authorized or required by this order may not be worn on the duty belt.


Authorized equipment that may be worn on the issued belt includes:

- A. Issued or approved holster and revolver/semi-automatic sidearm;
- B. Handcuffs in a handcuff case;
- C. Speed loader pouch, speed loaders and extra ammunition or magazine pouch, magazine and extra ammunition;
- D. Issued or approved belt keepers;
- E. Approved baton and holder;
- F. Electronic Control Device and holster;
- G. Chemical spray and issued or approved holder;
- H. Latex gloves;
- I. Flashlight and holder;
- J. Portable radio in a case or radio holder;
- K. Folding knife in holder;
- L. Keys and whistle;
- M. Extra pair of handcuffs in a handcuff case;
- N. Pager/cell phone and
- O. Tourniquet holder

Any leather duty gear not issued by the Department must be black basket weave. Any nylon duty gear not issued by the Department must be similar in appearance to the issued nylon gear.

### **Mandatory Wear of Body Armor (TBP 7.23)**

It is the policy of the Department to maximize safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures. All officers in uniform, regardless of range or assignment, while engaged in patrol or field operations shall be required to wear approved body armor.

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

Examples of field operations include but are not limited to:

- A. Patrol duty
- B. Traffic Division
- C. Secondary employment details arranged through the Department
- D. School Resource officers

The exception to mandatory wear is when a departmental approved physician determines an officer has a medical condition that would preclude the wearing of body armor.


### **Use and Care of Issued Level III/IV Plates, Carriers and Accessories**

Deployment and Allocation:

- A. External plate carrier, a set of rifle plates (2), ID panels (2) and a pouch set should be issued to each officer on the Department.
- B. Serial numbers for each plate will be recorded and registered with the manufacturer and recorded with the Department.
- C. External plate carriers, plates and accessories shall be maintained per manufacturer recommendations.
- D. Each officer shall be shown proper wear of the carrier systems and plates at the time of issuance.
- E. External plates shall be worn in addition to, not in lieu of, soft body armor.
- F. Issued plates shall conform to NIJ 0101.06 Type IV standards or NIJ 0101.06 Type III standards.
- G. Manufacturer specifications and NIJ CPL information shall be recorded and stored with the Department.
- H. Plate carriers shall have a front and back plate.
- I. Removal of back plates is not authorized.

Usage of vests or plates:

- A. Officer may don their external plate carriers whenever they feel that extra ballistic protection is warranted. Plate carriers shall not be worn during routine police operations.
- B. External plate carriers should be issued to officers assigned to regular patrol shifts. External plate carriers may be issued to other specialized divisions at the chief's discretion.
- C. If an officer is issued a body worn camera, external plate carriers shall be set up with a body worn camera mount that is located in such a manner that it does not interfere with the deployment of a shoulder-fired weapon. Officers should transition their body worn camera from their uniform to the external carrier, as they deploy, if time permits.
- D. Periodic training shall be conducted wearing external plate carriers with accessories and plates (i.e. firearms qualifications practical exercises, etc.)

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

**Mandatory Training on Proper Care:**

- A. Each officer shall receive a warranty information card and proper care guidelines at the time of issuance. This information card is provided by the manufacturer.
- B. Avoid exposure to chemicals and/or solvents other than approved cleaning agents.
- C. Avoid storage in direct sunlight for prolonged periods.
- D. Avoid storage in damp areas.
- E. Avoid misuse or mishandling as this might damage the plates or carrier.

**Inspection:**


- A. Frequent visual inspection of the hard armor plate is recommended.
- B. Torque test by twisting and pinching the edges of the hard armor plate to check for any cracks, breaks, or any other imperfections while listening for any crunching or grinding noise in the hard armor plate.
- C. Immediately seek evaluation and do not use if any flaws are discovered during inspection.
- D. External plates and carriers shall be inspected by each officer on a regular basis to insure proper care and condition.

**Storage:**

- A. Plates and carriers should be stored in a clean, dry area out of direct sunlight.
- B. Avoid placing objects on top of carrier and plates.
- C. Plates and carriers shall not be stored in a trunk or backseat. This does not preclude an officer from placing plates and carriers in a trunk or backseat on a daily basis as storage is considered long term.

**Maintenance:**

- A. Remove all plates and components from the carrier prior to cleaning (ID panels, pouches, etc.)
- B. Detach all fixed hook and loop fixtures separating the front and back carriers.
- C. Carefully clean with a damp cloth or soft brush using mild detergent or anti-microbial soap.
- D. Wipe off excess detergent with a soft damp cloth.
- E. Do not clean as a complete system.
- F. Do not dry clean, commercially launder or expose to bleach or vapors.
- G. Place on a hanger indoors and allow the carrier to fully dry before next use.
- H. Do not use a clothes dryer to dry the carrier.

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

### **Approved External Body Armor Carrier**

Officers may wear the external armor issued to them by the Department or may choose to purchase only those carriers authorized by the Chief of Police. Only 6 items, other than the body worn camera, are authorized to be worn on the molle attachments. Items must be in a case/holster to retain the item. They are:

- A. Radio
- B. Flashlight
- C. Tourniquet
- D. O.C. spray
- E. Handcuffs
- F. Taser

A name tape/tag shall be worn and the "police" tape may be worn under the badge or on the back of the carrier. Only those attached to a specialized division may wear a pin above the nametape (right side as you wear it). These include SWAT, BOMB, CNT and K-9. No other tapes/pins shall be worn on the external carrier.

### **Uniform Underbelt**

A black belt is worn under the issued belt. The buckle on this belt shall not be exposed from the issued belt.


### **Approved Headgear**

Officers in uniform will wear only approved headgear.

- A. The approved headgear is a navy blue or black baseball cap.
- B. Plain black watch caps may be worn during cold weather or when the officer has to be out in the weather for an extended period of time.
- C. The Department approved garrison hat may also be worn.
- D. Female officers while in uniform may wear active sports headbands that are black or navy blue or a color consistent with an officer's hair color. Headbands cannot be greater than 1 inch in width.

### **Approved Jackets**

Only jackets issued/approved by the Department may be worn. Jackets with linings may be worn with or without the lining. The lining or other type vest shall not be worn separately.

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

### **Approved Gloves**

Black leather or cloth gloves may be worn while conducting searches, handling prisoners or at any other time when their use may prevent injury to an officer's hands. Otherwise, black leather or cloth gloves may be worn during cold weather.

### **Uniform Inspections**

Supervisors shall inspect the officers' uniforms and equipment within their command and take corrective action when an officer is not conforming to the dress and appearance standards

### **Uniform Wear while Under Suspension**

Officers under suspension will not wear the police uniform.

### **Jewelry Guidelines**

Officers in uniform may wear a wristwatch, identification bracelet, tie tack, necklace and other decorative jewelry that does not present a gaudy, rude or unprofessional appearance.

### **Commendation, Training/Certification, and Service Bars**


Departmental awards are separated into three categories: Commendation, Training/Certification and Service. The categories are listed below in their order of importance from highest to lowest. When worn on the uniform, the awards will be arranged with the highest award being on top right and the lowest in the lower left (facing the uniform). The awards will be worn with two bars per row immediately above the nameplate.

Officers who receive a second level to an existing award will wear only the latest award (i.e. an officer earns both a 5 year and 10 year safe driving award will only wear the 10 year award).

Officers will be limited to the total number of 10 bars worn on the uniform. This will not preclude wearing a special unit pin (SWAT or EOD for example) above the 10 bars. When determining which 10 bars to wear, officers should give consideration to wearing Commendation awards before selecting a Training/Certification or Service award.


### **Commendation Awards**

- A. Police Medal of Honor – the highest award in the Department awarded to the police officers who voluntarily distinguish themselves by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officers were fully aware of the imminent threat to their personal safety and acted above and beyond the call of duty at the risk of their lives. The term "above and beyond the call of duty" in the qualifications for the police Medal of Honor, disqualify all acts of courage performed in the course of carrying out explicit verbal or written orders.

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

- B. Police Cross – awarded posthumously where an officer’s life is lost in the performance of their duty under honorable circumstances. The Police Cross may be awarded in addition to any other award the officer may be entitled to if killed in the line of duty.
- C. Police Medal for Valor – awarded to any individual for exceptional bravery at imminent risk of serious bodily injury; the recipient demonstrating exceptional courage by performing a voluntary course of action in an extremely dangerous situation. The term “voluntary course of action” in the qualification for the Police Medal for Valor disqualifies all acts of courage performed in course of carrying out explicit verbal or written orders.
- D. Meritorious Service Bar – awarded to any individual for outstanding contributions to law enforcement through the success of difficult police projects, programs or situation with such contributions being made in a highly professional degree of accomplishment (provided a departmental award has not previously recognized the accomplishments). A Police Meritorious Service Bar will also be awarded upon approval of a fourth (4<sup>th</sup>) Certificate of Merit.
- E. Life Saving Bar – awarded to any individual who is directly responsible for committing an overt act which saves a human life. Documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians and/or supervisors.
- F. Police Shield – awarded to any officer who, in the line of duty, is seriously injured or receives an injury from an act which would pose a substantial risk of death. This award is intended to recognize honorable actions and should not be awarded when evidence reveals poor safety or negligence on the part of the recipient. The Police Shield may be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such award.
- G. Patrol Officer of the Year – awarded as departmental recognition of an officers accomplishments, initiative and overall performance during the year.
- H. Campaign Award Bar – awarded to any employee/group of employees for outstanding performance in the course of their employment during unusual, adverse or high profile events not normally encountered in day to day activities. These events could include, but are not limited to: major weather events, flooding, natural disasters, mass casualty incidents, active shooter incidents and any events designated by the Chief of Police. The award can be issued for incidents which occur both in the city and for employees deployed to assist other agencies in time of need (hurricane/tornado relief), etc.
- I. Fitness Excellence Award – Officers who have achieved the grade of superior on the Department’s annual fitness testing for at least 5 years. The years do not need to be consecutive.




	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

- J. Servant-Leadership Award – this award is issued to any civilian employee for a self-initiated act, which substantially contributed to a valuable accomplishment beyond the duties and scope of the employee’s job description. The action must provide considerable benefit to the furtherance of any investigation, police service or departmental goal or objective.

**Training/Certification Awards**

- A. FBINA – officers who have completed the in-residence training program administered by the FBI National Academy are authorized to wear this bar.
- B. Leadership Command College (LCC/GM) – officers who have completed the in-residence training program administered by the Law Enforcement Management Institute of Texas are authorized to wear this bar.
- C. SWAT Pin – authorized for wear by currently serving SWAT officers who have successfully completed the Basic SWAT course. The pin is worn above all other Commendation/Training/Service bars and centered above the topmost bar. Officers who served for 5 years on the SWAT team are authorized to wear a SWAT pin with a star. Officers that have served 5 years or more on the SWAT team that left under honorable conditions are authorized to wear the SWAT pin with star on their Class A uniform.
- D. EOD Technician Pin – officers who have successfully completed required training as an Explosive Ordinance Technician are authorized to wear this pin. The pin is worn above all other Commendation/Training/Service bars and centered above the topmost bar.
- E. Patrol Training Supervisor – all supervisors of the Department who are designated Patrol Training supervisors are permitted to wear this bar. The Senior Field Training supervisor will ensure supervisors holding FTS status are issued a bar and the bar is returned to the division commander should the supervisor be removed from FTS status for disciplinary reasons.
- F. Patrol Training Officer – all officers of the Department who are designated Patrol Training officers are permitted to wear this bar. The Patrol Training supervisor will ensure officers who hold PTO status are issued a bar and the bar is returned to the division commander should the officer be removed from PTO status for disciplinary reasons.
- G. Master Peace Officer – officers who have achieved the state certification of Master Peace officer are authorized to wear this bar.
- H. Breath Test Operator – officers who have successfully completed the required training as a Breath Test operator are authorized to wear this bar.
- I. Motorcycle Officer – officers who have successfully completed the required training as a motorcycle officer are authorized to wear this pin. This pin is worn above all other Commendation/Training/Service bars and centered above the topmost bar.
- J. Negotiator – officers who have successfully completed the required crisis negotiator training are authorized to wear this pin.


	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

- K. K9 Handler – officers who are currently serving and have successfully completed the required training are authorized to wear this pin. Officers that have previously served as K9 handlers/supervisors are authorized to wear the K9 pin on their Class A uniform.
- L. Bike Patrol – officers who have successfully completed the required training are authorized to wear this bar.
- M. Mounted Patrol – officers who have successfully completed the required training are authorized to wear this bar.
- N. Honor Guard – officers who have been selected and are currently assigned to serve on the Honor Guard are authorized to wear this bar.
- O. TCOLE Instructor – officers who have successfully completed the required training are authorized to wear this bar.
- P. Firearms Instructor – officers who have successfully completed the required training as firearm instructors for the Department are authorized to wear the bar.
- Q. School Resource Officer – officers who have successfully completed the required training are authorized to wear this bar.
- R. Education – officers who have obtained a bachelor’s or masters’ degree from an accredited university are authorized to wear the bar of the highest level of education achieved.
- S. Military Service – officers who received an honorable discharge or still serve in a reserve/guard status of any branch of the military are authorized to wear this bar.

NOTE: Officers who have served in a specialized unit for a minimum of 5 years but are no longer active may choose to wear their specialized pin on their Class A uniform. Officers who have served in a specialized division or assignment, and left honorably, may wear the appropriate uniform bar.

**Service Awards**


- A. Community Service Award – awarded to an employee who recognized a problem with the community and uses their initiative in developing and implementing solutions to the problem. To be considered for this award, projects should clearly reach a positive resolution of the problem addressed.
- B. Safe Driver – officers currently assigned to a position in the Patrol or Traffic Divisions, which frequently require driving a Department vehicle in response to calls for serve, are eligible for the Safe Driver bar. This award is based upon five-year increments. The years must be consecutive to receive a Five-Year bar. When an officer has been charged with an accident, the day following the accident begins a new time period.
  - 1. Regardless of assignment, after five years of frequent operating a Department vehicle without a preventable accident, an officer will be eligible for a Safe Driver Bar. After ten years of such driving, the officer will be eligible for a Ten-Year bar. Officers with service in more than one division will compute their time on a 2:1 ratio between Patrol/Traffic and all other divisions.

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>










2. Eligibility for the Safe Driver Bar is retroactive to January 1, 1994.
  3. The Risk Manager’s office and the Department Safety officer maintain records of officer involved accidents.
  4. It is the responsibility of the officer eligible for the award to bring that eligibility to the attention of their supervisor. The confirmation for the award will then be made with the Department Safety officer.
- C. Attendance Award – awarded to all employees of the Department who distinguish themselves by having never taken a sick day during the specified time period.
1. This award is based upon five-year increments. The years must be consecutive to receive a five-year award. To receive a Ten-Year award, an officer must have ten consecutive years without taking any sick leave, etc. When an officer has taken sick leave, the day following the sick leave begins a new increment. Any break in service or leave without pay will require the employee to begin a new increment.
  2. The Department Payroll clerk maintains attendance records on all officers. It is the responsibility of the officer eligible for the Attendance award to bring that eligibility to the attention of his/her supervisor. The confirmation of the award will then be made with the Payroll clerk.

**D. Certificates**


1. Certificate of Merit – awarded to employees assigned to any division for outstanding performance of duties under unusual, complicated, or hazardous conditions over a specific period of time.
  - a. A Police Meritorious Service Bar will be awarded in lieu of a fourth (4<sup>th</sup>) Certificate of Merit. Recommendations must justify such continuous performance by documenting the three previous Certificates of Merit before the award will be made.
  - b. A certificate may be awarded to any police officer from another law enforcement agency qualifying under the above-mentioned conditions if earned while aiding, assisting, or working with any officer of the Department.
  - c. A certificate may be awarded to any citizen for assisting a Department officer under complicated or hazardous conditions over any period of time, especially when risking injury to assist an officer in danger.
  - d. Citizen recommendations should also be submitted by supervisors, but may include documentation from any Department Police officer.
  - e. The Board should consider the nature of the citizen’s actions, the circumstances surrounding the act, and the effect such an award may have on the community.




	<h1>Abilene Police Department Operating Procedures</h1>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

2. **Certificate of Civic Achievement** – presented to employees who bring favorable recognition to the Department through their involvement in civic affairs while acting in the capacity as a member and representative of the Department. A Community Service Bar may be awarded in lieu of a fourth (4<sup>th</sup>) Certificate of Civic Achievement. Recommendations must justify such continuous performance before the award will be made.

Commendation Awards			
	Medal Of Valor		Police Shield
	Medal of Honor		Fitness Excellence Award
	Meritorious Service Bar		Patrol Officer of the Year
	Meritorious Service Bar 2+		2021 Campaign Award
	Life Saving Bar		

Training / Certification Awards			
	SWAT Pin		EOD Technician Pin
	Negotiator Pin		Motorcycle Officer Pin
	K9 Handler Pin	TBD	Mounted Patrol Unit
	FBI National Academy		Firearms Instructor
	Leadership Command College		Bike Patrol
	Honor Guard	TBD	Mounted Patrol
	TCOLE Instructor		Breath Test Operator
	Patrol Training Officer		School Resource Officer
	Patrol Training Supervisor		Bachelor's Degree
	Master Peace Officer		Master's Degree
			Military Service

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Uniform Dress Code</i>	Issued: <b>12/16/2022</b>	TBP: <b>2.13, 7.23</b>

<b>Service Awards</b>			
	Community Service Award		Attendance Award
	Safe Driver		

Lateral employees from other agencies with awards comparable to the above-mentioned awards will be evaluated by Police Administration to verify they may wear them while in uniform.