

DUNCANVILLE POLICE DEPARTMENT REGULATIONS

SUBJECT: Uniform Regulations	SECTION: 7.01
EFFECTIVE DATE: January 11, 2019	APPROVED:
AMENDS/SUPERSEDES: Reg. 7.01 ISSUED: March 2, 2018	Robert D. Brown, Jr. Chief of Police

I. PURPOSE

It is the intent of the Department that each member be adequately attired and equipped so as to present a proper, neutral, and professional image of the Department and to be able to perform their duty with due consideration for personal safety. The Department provides most uniform and equipment items.

II. DUTY UNIFORM

- A. The duty uniform for all sworn personnel and public service officers will consist of uniform trousers with long or short sleeve shirts. Ties will be optional when the long sleeve shirt is worn.
- B. Wearing of long sleeve or short sleeve uniforms is optional throughout the year.
- C. All personnel assigned to wear the uniform will report for duty at the designated time and place in complete uniform as prescribed in the provisions of this regulation.
- D. Uniforms will be kept neat, clean, well pressed, and in good repair at all times. Leather goods will present a clean and well-polished appearance. Nylon duty gear will be clean and in good condition. While wearing the uniform, employees shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling, and keeping hands in pockets.
- E. The uniform will not be worn off duty except when:
 - 1. Traveling to and from work;
 - 2. Appearing in court in an official capacity for the Duncanville Police Department;
 - 3. Engaging in outside employment or activity in an approved official police capacity.
- F. An incomplete uniform will not be worn at any time. No item of the uniform will be worn at any time except as a part of a complete uniform, unless authorized by a supervisor.
- G. No substitutions for issued uniform items will be allowed unless specifically provided for in this regulation.

- H. Officers and public service officers may carry either a city-issued or personal pager upon their person. If a personal pager is not black in color, it must be kept concealed when the officer is on-duty or in uniform.
- I. Uniforms will be classified as follows:
 - 1. Class "C" - short sleeve shirt
 - 2. Class "B" - long sleeve shirt with no tie
 - 3. Class "A" - long sleeve shirt with tie
 - 4. Class "D" - special duty (Tac, K-9, and bike) as authorized by the Chief of Police
- J. Service Bars (hash marks)
 - 1. Only service bars issued by the Department shall be worn.
 - 2. Service bars shall be worn on the left sleeve, centered on the crease, one inch above the cuff on the sleeve. One bar is equal to five years of police service.

III. CAPS AND OTHER HEADGEAR

- A. Only caps issued by the department will be worn (except as provided in D). The uniform cap will be worn:
 - 1. On formal occasions, on any post assigned requiring high visibility, and when directed by the Chief of Police.
 - 2. During off-duty assignments under the same circumstances as required for on-duty assignments.
 - 3. Optionally at any other time.
 - 4. Level on the head as viewed from front and back and with the front tip of the cap bill level with the top of the eyebrows as viewed from the side.
- B. Cap Straps and Badges
 - 1. Police officers below the rank of Sergeant will have a silver-colored cap strap and cap badge.
 - 2. Sergeants and above (supervisory officers) will have a gold-colored cap strap and cap badge.
- C. Motorcycle and Bicycle Helmets
Motorcycle helmets, bicycle helmets, will continue to be required for those persons assigned to motorcycle duty and bicycle patrol.
- D. Toboggans
Toboggans may be worn during cold weather time. Only solid black or navy-blue colored toboggans may be worn, and these may not be pulled over one's face while being worn. Except when wearing a Class "D" uniform for a tactical operation, no officer will wear a balaclava or anything else that resembles a mask.
- E. Baseball Style Caps
 - 1. If a baseball style cap is worn on duty, it must be one that has been issued or approved by the Department. When worn, the cap bill must be level on the head as viewed from front and back and with the front tip of the cap bill level above the top of the eyebrows as viewed from the side.

2. For a baseball style cap to be approved it must be colored in a dark navy blue (comparable to the standard issued police uniform). It must display the approved police department patch or stitching on the front side, above the cap bill.
3. If worn during an off-duty assignment, all the above still applies.
4. The baseball cap shall not be worn during court appearances or any formal meetings (e.g. crime watch meetings, Council meetings, meetings with other City Departments, etc.).

IV. UNDERSHIRTS

Uniformed officers may choose to wear a tee, “V” necked, or turtle neck undershirt with the uniform shirt.

- A. If the undershirt is visible, it must be white, black, or dark blue matching the uniform shirt.
- B. Any other style of tee shirt or undershirt may be worn only with prior approval from the Assistant Chief of Police or Chief of Police.

V. SHIRTS

- A. Only uniform shirts issued by the department will be worn.
- B. All buttons on the shirt will be buttoned at all times with the exception of collar buttons. Sleeves will not be rolled up or turned under on any uniform shirt.
- C. Sworn officers’ uniform shirts will be dark blue in color; public service officers’ shirts will be light blue.

VI. SLEEVE PATCHES

- A. Only patches identified in this order will be worn on the uniform.
- B. The "Duncanville Police" patch will be worn on the left and right shoulder of the uniform shirt for sworn officers only.
 1. The "Duncanville Police" patch is service marked. By law, use of its design is controlled by the department. The sleeve patch may not be duplicated or used without permission from the Chief of Police.
 2. Unauthorized use of the "Duncanville Police" patch by anyone outside the department may result in a civil action being brought against that person by the department.
 3. Personnel who are current members of the Tactical team may have approved tactical rockers sewn on the uniform shirt above the left shoulder department patch.
- C. The “PSO” patch will be worn on the left and right shoulder of the uniform shirt for public service officers only.

VII. BADGES

- A. Each officer will be issued, as a loaned item, one breast badge, ~~one flat wallet badge~~, and one cap badge in the officer's current rank. The department recognizes the convenience and comfort flat departmental badges offer its sworn personnel when off-duty. Therefore, sworn personnel are authorized the ability to purchase flat, rank-appropriate departmental badges, through the department, after having executed an agreement with the understanding that the flat badge is a loaned item, even though purchased individually, and can be used by the employee during the employee's tenure with the department. When a sworn employee, who has executed such an agreement with the department, is discharged from the department in any way other than "Honorably," as defined by the signed agreement, that employee will not be allowed to retain a loaned departmental flat badge but will be reimbursed for the purchase price of the flat badge as listed on the agreement. Each public service officer will be issued, as a loaned item, one breast badge.
- B. Curved badges owned by the Department are accountable property required to be immediately returned to the Department on termination of the officer's employment with the Police Department. Employees who separate from the department honorably or those who have been promoted, may be given the option to retain a flat badge they were allowed to purchase pursuant to an agreement with the department. Employees allowed to retain flat badges after their separation from the Duncanville Police Department agree not to use the badge in an inappropriate display of authority, but rather as a display or item of memento.
- C. Suspended employees will immediately surrender all badges owned, loaned, or obtained through an agreement with ~~by~~ the Department, along with identification cards to their supervisor.
- D. Only badges issued through the Department will be worn by police personnel.
- E. Officers below the rank of Sergeant will be issued silver-colored badges.
- F. Officers in the rank of Sergeant and above will be issued gold-colored badges.
- G. The breast badge will be worn on the wearer's left side of the uniform shirt or jacket. In lieu of wearing the metal badge on their winter coat, officers may be issued a cloth badge for winter coats. Cloth badges may be obtained from the Assistant Chief of Police.
- H. A black elastic banding, a mourning badge band, or black tape will be used to cover the horizontal center of the uniform badge during the following situations:
1. The death of any Departmental member killed in the line-of-duty. The banding or tape will be worn from the time the member is reported deceased until immediately following the committal service.
 2. When attending the funeral/memorial/committal services of any departmental member not killed in the line-of-duty or retired members of the Duncanville Police Department.

3. When any member of the Department receives verifiable information of an active peace officer of the State of Texas, whose death was in the line of duty, from the time of death until immediately following the committal service.
4. Police Officer Memorial Day.
5. As authorized by the Chief of Police.

I. Officers who are Honorably Discharged may purchase their badge(s) from the Department, if not already purchased pursuant to an agreement.

VIII. NAMEPLATES

- A. Nameplates issued by the department will be worn by all uniformed personnel. The nameplate is worn immediately above the right pocket.
- B. Uniformed personnel below the rank of Sergeant and public service officers will wear silver-colored metal nameplates.
- C. Uniformed personnel in the rank of sergeant and above will wear gold-colored metal nameplates.

IX. TIES

Each sworn officer will be issued one black or navy-blue clip-on tie for wear should a situation required it.

X. TROUSERS

- A. Only uniform trousers issued by the department will be worn by sworn officers or public service officers.
- B. Trousers will be no shorter than two inches above the top of the sole of the footwear at the heel.
- C. Alterations to "peg" or "flare" the trouser leg will not be permitted.
- D. Officers are permitted to wear "uniform shorts" of the same color as approved uniform pants, with the same material appearance. The shorts shall extend no farther than the top of the knee nor rise any higher than mid-thigh. Uniform shorts are a non-issue item.

XI. SOCKS

Socks worn with the uniform with low-cut shoes will be black or navy blue in color. White socks may be worn with boots, if not exposed. These are non-issue items.

XII. FOOTWEAR

- A. Shoes worn with the standard duty uniform shall be black leather, patent leather, or any of the synthetic materials available such as Corafram. Stitching and laces shall also be black. Shoe soles will be black or natural leather with black edging.
- B. Black Wellington, lace-up combat style, or roper style boots are authorized for wear.

- C. Loafers, wing-tips, cowboy boots, or shoes with ornamental designs, buckles, or straps are prohibited.

XIII. JACKETS

- A. Each officer is issued a cold weather uniform jacket. However, with prior supervisory approval from the Chief or Assistant Chief of Police, officers may wear non-issued cold weather jackets as long as departmental patches (both sleeves), rank insignia, and badge are sewn to the jacket (at the officer's expense) as they are on issued jackets, the jacket is either black or navy blue in color, the jacket is easily identifiable as a police jacket and the jacket has a professional look about it.
- B. Motorcycle officers may wear issued leather jackets.

XIV. WET WEATHER ITEMS

- A. Uniformed personnel will wear only wet weather items issued by the department with the exception of black rain boots or shoes, which may be used/worn at the employees' discretion. However, with prior supervisory approval, officers may wear non-issued wet weather items as long as the item is easily identifiable as a police wet weather item, is properly marked and has a professional look about it.
- B. Rain wear (raincoats or rain suits) will be issued to all uniformed personnel.

XV. COLD WEATHER ITEMS

In cases of extremely cold weather, both sworn officers and public service officers will be permitted to wear black earmuffs, black wool neck scarves, and black or navy-blue trooper style caps. Black gloves may also be used during cold weather. However, gloves without fingers may not be worn except with a class "D" uniform worn either during a tactical operation or while riding a bicycle on bicycle patrol. These accessories are intended to protect an officer from the foul weather and should not be worn routinely. These items are non-issue items, except for the caps.

XVI. SOFT BODY ARMOR VESTS

The Department will issue a soft body armor vest to all sworn officers. Soft body armor vests shall be worn by officers at all times when in uniform, except in cases of documented medical reasons for specific individuals or by direct order or approval of the Chief of Police.

XVII. RIFLE-RESISTANT HARD BODY ARMOR

- A. The department will issue a plate carrier and one set of rifle-resistant hard body armor plates (which meet National Institute of Justice (NIJ) Standard 0101.06) to all sworn officers.
- B. The rifle-resistant hard body armor plates and plate carrier are not meant to replace the soft body armor vest that is currently issued. Therefore, officers shall not wear the rifle-resistant hard body armor plates and plate carrier alone in an everyday patrol function. Rifle-resistant hard body armor plates and plate carriers can be worn in addition to the normal patrol uniform (to include the use of the soft body armor vest)

on critical incidents. However, an officer is not prohibited from wearing only hard body armor should circumstances require it.

- C. Plate carriers are adjustable to individualize the fit to each officer. The Shock Cord in the rear panel is first adjusted to lengthen or shorten the side panels. The side panels should be adjusted to have the front Velcro attachments meet under the front panel. The Shock Cord **IS NOT TO BE CUT**. The excess cord can simply be tied in a knot and folded under the rear panel.
- D. CARRIERS can be HAND WASHED and HUNG to dry. Do not put carriers in the washing machine or clothes dryer.
- E. Rifle-resistant hard body armor plates and plate carrier may not be left in patrol vehicles when an officer is not on duty to minimize the heat damage to the armor.
- F. Rifle-resistant hard body armor plates can be wiped down with water and a cloth. Do not use cleaners or solvents on the rifle-resistant hard body armor plates.
- G. Frequent visual inspection of the rifle-resistant hard body armor plates is recommended as well as torque testing by twisting and pinching the edges of the rifle-resistant hard body armor plates to check for any cracks, breaks, or any other imperfections and listening for any crunching or grinding noise in the rifle-resistant hard body armor plates. Notify your supervisor immediately and DO NOT USE if any flaws are discovered during inspection.
- H. Do not drop the rifle-resistant hard body armor plates. If dropped, inspect plates for obvious cracks or deformities. If found, report cracks or defects to your supervisor.

XVIII. REFLECTIVE SAFETY VESTS

- A. Reflective vests will be issued by the department to sworn officers and public service officers.
- B. The above employees will wear reflective vests when in uniform and while:
 - 1. Directing traffic whether performing on-duty or off-duty job responsibilities; and
 - 2. Working accidents on streets, freeways, or any roadway where traffic is present or is likely to be present.
- C. The reflective vest will be kept readily available. Upon arrival at the scene of an accident, officers will put on the reflective vest as soon as reasonably possible.
- D. The orange side of the raincoat will substitute for the reflective vest during inclement weather.

XIX. LEATHER GOODS AND NYLON DUTY GEAR

- A. Officers will wear only leather goods, which are issued by or approved by the department. Public service officers will wear only nylon duty gear, which are issued

by or approved by the department. Only sworn officers wearing the class “D” uniform or with prior approval from the Chief of Police may wear nylon duty gear.

- B. All optional leather items will have a smooth black finish. No stamped or carved leather will be permitted.
- C. The whistle may be worn on the Sam Browne belt.
- D. Mini-flashlights and an appropriate belt holder may be worn on the Sam Browne belt, provided that the belt holder is of the same finish as the other leather items.
- E. Issued leather items needing replacement must be inspected by the department. Upon approval, an officer or public service officer may receive replacement leather items or nylon duty gear by evenly exchanging used leather items for newly issued items.

XX. SIDEARMS AND AMMUNITION

Sidearm carried on duty will conform to standards and requirements set forth in Section 5.32, Duncanville Police Department Regulations.

XXI. RIFLE TEAM PINS

Members of the Department who are currently qualified members of the Patrol Rifle Program will be issued an approved "Rifle Team" pin. This pin may be worn on the left side of the right uniform shirt pocket flap (below name tag, and to the left of the pocket button). This pin may not be worn after the officer ceases active participation in the Patrol Rifle Program.

XXII. SWAT OPERATOR PINS

SWAT team members may wear a SWAT Operator pin. These pins indicate the member's tenure on the Department's SWAT Team. The SWAT member will receive an antique gold pin once he/she has passed the Basic SWAT School and responded to one critical incident. The pin shall be worn centered above the nameplate or award bars.

Police Snipers shall receive a Police Sniper Qualification Tab in antique gold. These tabs indicate the member's tenure on the Department's SWAT Team. The tab shall be worn centered underneath the nameplate on the right uniform shirt pocket flap.