



## CRYSTAL POLICE DEPARTMENT

**TITLE: UNIFORM DRESS POLICY**

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### POLICY

All uniforms will be navy blue in color (optional white shirts for supervisory and administrative personnel and light blue shirts for non-licensed personnel) and of a style approved by the Chief of Police.

Seasonal uniform changes will be as follows:

- A. **November 16<sup>th</sup> through March 15<sup>th</sup>** - Winter uniform only
- B. **March 16<sup>th</sup> through May 31<sup>st</sup>** - Optional winter or summer uniform
- C. **June 1<sup>st</sup> through August 31<sup>st</sup>** – Summer uniform only
- D. **September 1<sup>st</sup> through November 15<sup>th</sup>** - Optional winter or summer uniform

There are four (4) classifications of uniform dress, as described below:

- A. The **Class A uniform** shall consist of:
  - 1) long sleeve shirt worn with a dark navy blue tie (optional white shirt for supervisory and administrative personnel);
  - 2) approved dark navy blue trousers;
  - 3) summer or winter weight jacket;
  - 4) Dress or winter hat.
- B. The **Class B uniform** shall consist of:

- 1) Winter Uniform:
  - a) a long sleeve shirt worn with a dark navy blue tie, or worn open collar with an approved navy blue turtleneck (dickey), or a dark navy blue/black undershirt;
  - b) approved dark navy blue trousers or an approved dark navy blue "BDU" uniform trouser;
  - c) summer or winter weight jacket;
  - d) winter cap or approved dark navy blue stocking cap;
  - e) an optional dark navy blue "Tight Jersey Knit" v-neck sweater may be worn with the winter Class B uniform. The sweater shall have a badge tab, name tab, and shoulder patches.
  
- 2) Summer Uniform:
  - a) A short sleeve shirt worn open collar with a dark navy blue/black undershirt;  
Or a long sleeve shirt worn with an open collar and a dark navy blue/black undershirt, or dark navy blue tie
  - b) approved dark navy blue trousers or an approved dark navy blue "BDU" uniform trouser;
  - c) summer weight jacket;
  - d) Dress hat.
  
- C. The **Class C uniform** shall consist of an approved polo shirt with approved shorts, BDU trousers or Class A trousers or other uniform dress approved by the Chief of Police for special assignments such as bicycle patrol or severe climatic conditions. Utility coveralls are included as Class C uniforms for Commercial Vehicle Inspectors and Arson Investigators.
  
- D. The **Formal Dress Uniform** may be issued to officers requesting such a uniform for special, formal events.
  - 1) The Formal Dress Uniform shall consist of the following:
    - a) an approved dark navy blue blazer with service hash marks on the left sleeve;
    - b) a long sleeved white uniform shirt, worn with a dark navy blue tie;
    - c) class A trousers;
    - d) black patent leather shoes;
    - e) black patent leather belt and holster;
    - f) Dress hat.
  
  - 2) Once issued, the Formal Dress Uniform will be worn for the following formal, special events:
    - a) funeral honor guards;
    - b) police officer swearing in or promotion ceremonies;
    - c) other formal events designated by the Chief of Police, such as Law Enforcement Memorial Day at the State Capitol.

All police personnel will be issued and will wear as required, the following:

- A. 1 summer cap
- B. 3 long sleeve shirts w/embroidered name
- C. 1 long sleeve shirt w/out embroidered name (Class A)
- D. 2 ties
- E. 1 winter cap or stocking cap
- F. 3 short sleeve shirts w/embroidered name
- G. 1 combination inner/outer shell jacket for winter/spring/fall and rain
- H. 4 pair class A and/or BDU trousers (at least 1 pair must be class A trouser)
- I. 2 breast badges
- J. 3 name tags (choice of safety pin or clutch-back)
- K. 1 hat badge
- L. approved black, basket weave leather goods
- M. approved polo shirt / sweat-wicking uniform shirt (Upon Request)
- N. Approved bicycle patrol shorts or pants (Upon Request)
- O. Approved external summer or winter vest carrier (Upon Request)
- P. approved turtleneck or dickey (Upon Request)
- Q. One pair of approved footwear

All visible undershirts will be dark navy blue or black in color. Navy blue mock turtlenecks or dickeys must be embroidered with "CPD".

The department shoulder patch will be worn on the left and right sleeve of all shirts, jackets and v-neck sweaters.

An approved name tag will be worn above the right side pocket flap of Class A uniforms, approved v-neck sweaters and winter weight jackets. Sworn personnel will have their name embroidered on Class B uniforms, Class C uniforms and summer weight jackets. Names will be embroidered in silver. Community Service Officers, Reserve Officers and Police Explorers will wear the approved nametag on all uniform garments as outlined above.

The badge will be worn on the uniform shirt and outer garment above the left pocket flap. A badge patch will be sewn onto Class C uniforms and summer weight jackets.

Service hash marks will be worn on the lower left sleeve of long-sleeved shirts and jackets of sworn personnel. Each service hash mark represents 4 years of service as a police officer with the Crystal Police Department. Service hash marks will not be worn on uniform sweaters.

Supervisory insignia will be designated by the Chief of Police. Supervisory personnel will wear approved insignia on jackets and all classes of uniforms.

No other insignia will be worn on uniforms unless recommended by the Uniform Committee and approved by the Chief of Police.

Shoes will be black with shineable toes. Boots are permissible. They will be cleaned and shined at all times.

Socks will be a solid black or navy blue in color, unless wearing shorts, then plain white.

All uniforms will be neat, clean and pressed. Torn and patched clothing will not be allowed.

Dress hats may be worn at the discretion of the officers, unless it is part of either the Formal or Class A uniform attire, in which case the dress hat is required.

Leather jackets or parkas, of a type approved by the Uniform Committee and the Chief of Police, may be issued to officers in lieu of a combination Winter/Summer Jacket for sworn officers who have successfully completed probation. Officers opting for a leather jacket will be required to pay the difference of the cost between the standard issue winter/summer jacket and the leather jacket. Officers opting for a leather jacket must purchase their own light weight summer jacket that meets specifications approved by the Uniform Committee and the Chief of Police.

### **Uniform Requests**

All uniform purchases must be approved by the uniforms coordinator. Requests may be made from the approved list of items available through the Crystal Police Department Galls online ordering system. If an item needs to be sized, officers should arrange to be sized at uniforms unlimited or another tailor. Once the officer's size is known, the order should be made using the online ordering system.

### **Ballistic Soft Body Armor purchased for police officers by the City of Crystal**

- A. Each officer for whom Ballistic Soft Body Armor has been purchased must wear the body armor while assigned or performing patrol duties for the five (5) years following the date of issuance of the body armor to the officer, unless:
  - 1) a written request from the officer is approved by a supervisor, excusing the officer from wearing the body armor due to adverse, hot weather for the scheduled shift; or
  - 2) an approved request from the Chief of Police has been obtained excusing the officer from wearing the body armor.

- B. Police officers who have been assigned to and are working a support function (Investigation, Administration, etc.), are encouraged and it is recommended that protective body armor purchased by the City of Crystal be worn while on duty. However, it will be left to the discretion of the officer to determine when it is necessary and practicable to wear protective body armor, \*e.g.: execution of search and arrest warrants, assisting patrol officers on calls for service or during other potentially hazardous situations.
- C. Ballistic Soft Body Armor that is purchased for officers by the City of Crystal shall be of a threat level Class II with full or contour side panels and a navy blue vest cover. The brand or style must be approved by the Chief of Police.

### **Hard Ballistic Armor and Accessories**

- A. Hard ballistic armor, such as type III ballistic plates and tactical carriers, ballistic shields, and helmets may worn/used in the field when reasonable, in furtherance of officer safety, when facing an elevated known, expected, or perceived threat of gun fire or on weapons related calls for service.
- B. Hard ballistic armor in a tactical carrier may not be worn as a matter of routine while on patrol.
- C. All hard ballistic armor, shields, and/or helmets deployed in the field shall be supplied by the police department. Any personally owned hard armor must be pre-approved by administration prior to being deployed in the field. Personally owned hard armor must comply with the uniform standards set herein. The Crystal Police Department is not responsible for costs associated with damage or repair to personally owned equipment.
- D. Hard ballistic armor carriers shall be either black or dark navy with the word POLICE clearly marked and visible from the front and rear.
- E. A set of hard ballistic armor plates in a carrier will be placed in each patrol vehicle for use by patrol personnel.
- F. Personnel who are active SWAT tactical officers may carry and deploy their protective SWAT vests, helmets, and other protective gear while on duty pursuant to clause A of this subsection.

### **Community Service Officers (CSO's)**

CSO's shall follow the same guidelines as above for uniforms, however, their uniform shirt shall be light blue in color and they will not be provided with a service weapon.

**Records Staff**

Records staff shall wear a navy, white, or black top (shirt or sweater) with a police patch on it. They shall wear navy, black, or tan pants as well.