
Uniform Regulations

1048.1 PURPOSE AND SCOPE

The uniform policy of the Union City 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

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The Union City Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

1048.2 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 (Penal Code § 13655).
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) No emblems, logos, or unique designs from undergarments (i.e., undershirts) should be visible at any time when wearing the uniform.
- (h) 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.

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- (i) 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.
- (j) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (k) Mirrored sunglasses will not be worn with any Department uniform.
- (l) 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.
 - 1. Wrist watch
 - 2. Wedding ring, class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand
 - 3. Medical alert bracelet
- (m) All employees are to maintain a serviceable uniform at all times.

1048.2.1 DEPARTMENT ISSUED IDENTIFICATION AND TELEPHONE 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.
- (c) Officers should identify themselves verbally or with their Department identification card when contacted by other Law Enforcement personnel that may not recognize them as a Law Enforcement professional.
- (d) Plain clothes employees in the Department facility shall display a badge or Department identification card on their outer most garment.
- (e) When working over the telephone, except in specialized assignments described in (b) above, department members shall identify themselves in a courteous manner as soon as practical.

1048.3 SWORN UNIFORM CLASSES

1048.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform with:

- (a) Uniform hat
- (b) Eisenhower jacket (IKE)

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- (c) Long sleeve shirt with tie
- (d) Polished shoes
- (e) Shoes with pointed toes are not permitted

1048.3.2 CLASS B UNIFORM (ADMINISTRATIVE DUTY UNIFORM)

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

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long or short sleeve shirt may be worn with the collar open. No tie is required
- (b) A white, navy blue or black crew neck t-shirt must be worn with the uniform
- (c) All shirt buttons must remain buttoned except for the last button at the neck
- (d) Shoes for the Class B uniform may be as described in the Class A uniform
- (e) Solid black shoes or boots capable of holding a shine may be worn
- (f) Shoes with pointed toes are not permitted

1048.3.3 CLASS C UNIFORM

The Class C uniform may be worn as the patrol uniform, during the regular course of duty and will consist of the following items:

- (a) A long or short sleeve dark blue utility shirt
- (b) A white, navy blue or black crew neck t-shirt must be worn with the uniform.
- (c) All shirt buttons must remain buttoned except for the last bottom on the neck
- (d) Dark navy blue PDU pants
- (e) Solid black boots or shoes

1048.3.4 CLASS D UNIFORM

The Class D uniform may be worn as the patrol uniform, during the regular course of duty and will consist of the following items:

- (a) A long or short sleeve dark blue performance polo.
- (b) Outer ballistic vest.
- (c) Dark navy blue PDU pants.
- (d) Solid black boots or shoes

1048.3.5 COURT AND HEARING ATTIRE

The following provisions shall apply to all employees, regardless of assignment, while representing the Department in a court of law, before any official body, board, hearing, or meeting, or as a member of any board or panel when such attire is considered appropriate.

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Sworn personnel are encouraged to wear the regulation "Class A or B" uniform while representing the Department in any official or authorized capacity. The Class C uniform is not authorized for court appearances without supervisory preapproval.

Male Employees:

Male employees shall wear dress shoes, socks, dress slacks, and a coat and tie combination which is conservative in nature and gives a professional appearance.

Female Employees:

Female employees shall wear dress shoes, dresses, suits, or blouse and slacks/skirt combinations.

1048.3.6 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

1048.3.7 FOUL WEATHER GEAR

The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

1048.3.8 CIVILIAN UNIFORMS

The Class A uniform worn by civilian employees who are required to wear uniforms shall consist of the following mandatory items:

- Grey long sleeve shirt with Department patch on the left shoulder and proper service stripes
- Black necktie with brass tie bar
- LAPD blue trousers with basket weave belt
- Black, plain round toe, dress shoes
- Black or navy blue socks, or for females only, plain flesh tone hosiery
- Badge and nameplate
- White gloves

The Class B uniform worn by civilian employees shall include the following mandatory items:

- Grey, long or short sleeved shirt, with one Department patch worn on the left shoulder
- LAPD blue trousers with basket weave belt
- Badge and nameplate
- Black shoes or boots of an authorized style

The Class C uniform worn by civilian employees shall include the following mandatory items:

- Grey, long or short sleeved, "Polo" shirt with the designated identifying embroidery (i.e. Employee name and Department name and badge).

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- PSO's will have the Department patch on the left shoulder of the grey polo

In addition to the mandatory duty uniform, civilian employees may wear the following items:

- Navy blue skirt or jumper (females not assigned to Patrol)
- Grey zip up jacket (employees not assigned to Patrol) with the designated identifying embroidery (i.e., employee name and Department name and badge)
- Key holder
- Radio holder
- Flashlight and holder, regular
- Miniature flashlight and holder
- Rain gear

The carrying of Oleoresin Capsicum (OC) and its holder is authorized as an optional piece of equipment for the Animal Control Cadet, CSAs, and PSOs. If carried, the employee shall comply with the requirements of the Control Devices and Techniques Policy.

Additionally, Animal Control Cadets, CSAs, and PSOs are authorized to wear duty gear and carry equipment specific to their respective duties as detailed in the Uniform and Equipment Specifications directive.

1048.4 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. The Chief of Police may authorize special patches to be worn on the department uniform for special events.
- (b) **Service Stripes:** Service stripes and other indicators for length of service may be worn on all long sleeved uniform shirts and jackets to include Sworn class A,B,C,D and Civilian class A,B,C. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.
- (c) **Regulation Nameplate:** or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name. If an employee's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (d) **Jacket:** 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.

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- (e) **Assignment Insignias:** Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.
- (f) **Flag Pin:** A flag pin may be worn, centered above the nameplate.
- (g) **Badge:** The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.
- (h) **Rank Insignia:** The designated insignia indicating the employee's rank must be worn at all times while in uniform in a manner approved by the Department. The Chief of Police may authorize exceptions.
- (i) **Medals and Pins:** Medals may be worn in accordance with Awards and Commendations policy 1030.2. The formal medal with ribbon may be worn only with the Class A uniform jacket, centered above the left breast pocket. The corresponding pin may be worn with the Class B or Class C uniform, centered above the left breast pocket flap. If more than one medal has been awarded they will be worn alongside each other in the following order from left to right: Medal of Valor, Distinguished Service Medal and Lifesaving Medal.
- (j) **Military Ribbons:** Uniformed personnel who are active or former members of the U.S. military may have earned medals and/or ribbons during their military service. This personnel is authorized to wear such ribbons on their Class B or Class C police uniform each year on Memorial Day and Veteran's Day, and on any shift extending into or from those dates. Ribbons will be centered above the left breast pocket flap, and should not interfere with the placement of the badge. No other military medals, awards or insignia will be worn on the police uniform, and military ribbons will never be worn at the same time as law enforcement ribbons. Military ribbons will not be worn on any other day of the year except as described above.

1048.4.1 MOURNING BADGE

Uniformed employees are authorized to wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (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.

1048.5 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.

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- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn or faded.
- (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 Union City Police Department or the morale of the employees.

1048.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Union City 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 Union City 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.

1048.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.

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- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.
- (c) Replacement of items listed in this order as optional shall be done as follows:
 - 1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
 - 2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department Owned and Personal Property Policy).

1048.7.1 RETIREE BADGES

The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the Union City Police Department. This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retired Officer CCW Endorsement Policy in this manual.

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words "Honorably Retired" clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the Union City Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1048.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Union City 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.

Union City 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.

1048.9 REVISIONS

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