

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 22.2

UNIFORM AND GROOMING STANDARDS

ACCREDITATION STANDARDS: CALEA – 26.1.1, 41.3.5, 41.3.6; CFA – 14.10

EFFECTIVE DATE: April 26, 1995

RESCINDS: G.O. 22.2, November 9, 2023 and all applicable Amended/Temporary Orders prior to June 12, 2025

LAST REVISED DATE: June 12, 2025

CONTENTS

This General Order contains the following numbered sections:

- I. Wearing of Uniforms
 - II. Uniforms
 - III. Headgear
 - IV. Footwear
 - V. Badges, Insignia, Name Plates, Award Pins
 - VI. Duty Belt
 - VII. Inclement Weather Clothing
 - VIII. Glasses and Sunglasses
 - IX. Grooming
 - X. Tattoos, Scarifications, or Instrumentally Inflicted Decorations or Symbolic Marking of the Skin
 - XI. Body Armor
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POLICY

It shall be the policy of the Winter Haven Police Department to ensure that all members are properly attired and well groomed when representing the Department. Non-uniformed members shall meet acceptable standards of dress as established by the Chief of Police. Any exceptions not listed in this general order shall be approved by the Chief of Police on a case by case basis. (CALEA 26.1.1)

PURPOSE

The purpose of this General Order is to establish rules and regulations governing the wearing of police uniforms, related equipment, and acceptable grooming standards.

SCOPE

This General Order shall apply to all members of the Winter Haven Police Department.

DISCUSSION

The uniform and personal appearance of the members of the Winter Haven Police Department directly impacts the status of the Department in the eyes of the public. All members shall be properly groomed and neatly attired while on duty or representing the Department.

PROCEDURE

I. Wearing of Uniforms

- A.** The Class B uniform is the designated uniform for day to day operations, except as noted in this general order.
- B.** All members, except as noted, will wear the Class B uniform while on-duty, working extra-duty details, or whenever representing the Department.
- C.** The Class A uniform will be worn for jury trials and at the discretion of the Chief of Police. The Class A uniform may be authorized for occasions such as ceremonies or formal functions.
- D.** The Chief of Police or Bureau Commanders may authorize the wearing of clothing other than duty uniforms for those members' assigned to special duties.
- E.** When wearing the uniform, it will be complete. Partial uniforms shall not be worn in public view or while operating a police vehicle. Mixing uniform clothing with civilian clothing is prohibited, except for police purposes as authorized by the Chief of Police.
- F.** Each member of the Department required to wear a uniform shall be issued sufficient uniforms in order to comply with this General Order.
- G.** Supervisors are responsible for the appearance of members under their command and shall ensure that uniforms and equipment are neat, clean, and properly worn in compliance with this General Order. Supervisors are responsible for the grooming standards of members under their command.

II. Uniforms

- A.** The Class A uniform will consist of the following:
 - 1.** Department issued dark blue, long sleeve shirt with the Department patch sewn on each sleeve.
 - a.** Members of the motorcycle unit may wear the dark blue or a white long sleeve uniform shirt.
 - 2.** Department issued dark blue trousers with a one-inch dark blue stripe down the outside seam of each leg. Members of the motorcycle unit will wear a riding breech version of the uniform trouser.
 - 3.** Department issued dark blue clip-on tie.
 - a.** Motor officers and honor guard will wear a white ascot.

4. Whistle chain of appropriate color, which will be affixed to the right epaulet.
 - a. Gold chain: Supervisors and detectives.
 - b. Silver chain: Officers.
 5. Black or white gloves (motors and honor guard).
 - a. The Chief of Police may authorize the wearing of gloves for all members for special functions/ceremonies (i.e. funeral).
 6. Black polished dress shoes or boots.
 7. Department issued duty belt.
 8. Wearing of the Department issued hat will be at the discretion of the Chief of Police.
- B.** Class B uniform will consist of the following:
1. The Department issued dark blue short sleeve shirt with an open collar and with the Department patch sewn on each sleeve.
 - a. The Department issued dark blue polo style shirt shall only be worn when utilizing the Department issued external ballistic vest carrier.
 2. The Department issued dark blue trousers.
 3. Department issued or approved duty belt.
 4. Black tactical shoes or boots.
 5. Wearing a whistle chain is optional for Class B uniforms.
 6. The duty uniform for the D.A.R.E. officer shall be the same as listed above except a D.A.R.E. officer may wear:
 - a. A collared pullover D.A.R.E. shirt with black slacks or shorts on special occasions with the approval of the D.A.R.E. supervisor.
 7. Canine officer's duty uniform shall consist of the following:
 - a. A Department issued dark blue utility type shirt with the Department patch sewn on each sleeve and the word "POLICE," in reflective lettering, shall be sewn on the back of the shirt.
 - b. A Department issued dark blue utility type trouser, which will be tucked or bloused into boots.
 - c. Black boots, which may be of military style without ornamentation.
 - d. A Department issued baseball style cap.

- e. A Department issued or approved duty belt.
 - f. When a Canine Officer is working an assignment that does not require the canine, they shall wear the appropriate Class A or B uniform.
- 8.** Motor officer's duty uniform shall consist of the following:
- a. A Department issued dark blue or white short sleeve shirt with the Department patch sewn on each sleeve.
 - b. A Department issued riding breech version of the uniform trouser.
 - c. Black English style field or riding boots with a round toe and block heel. Uniform trousers shall be worn inside the boot.
 - d. A Department issued motorcycle helmet.
 - e. A Department issued or approved duty belt.
 - f. A Department issued baseball style cap (when not riding motorcycle).
- C.** Reserve Officers will wear the same Class A or B uniform which is authorized for full time uniformed members.
- D.** Members shall wear the below specified uniforms for training.
- 1. Police recruits that are attending a criminal justice academy shall adhere to the uniform standards set by the director of the Criminal Justice Training Center they are attending.
 - 2. Members attending advance training courses shall wear either the Class B uniform, training uniform, business attire or casual business attire. Wearing of shorts or t-shirts is prohibited.
 - a. If the member is wearing the training uniform, business or casual business attire, the member may wear their firearm concealed or open carry. If carried open, it shall be carried in a hip holster with the badge displayed next to the holster. Thigh, cross draw or shoulder holsters are prohibited.
 - 3. Members attending in-service shall wear the uniform designated by the Training Officer.
- E.** Black or white tee shirts may be worn under any issued uniform shirt. Logos, emblems, advertisement, or printing on the undershirt shall not be visible when worn with a uniform shirt.
- F.** Emergency Response Team (ERT) Members shall wear department approved Battle Dress Uniforms (BDU) for special operations.
- G.** The Department issued training uniform shall consist of a black polo shirt and khaki pants. With approval of the Chief of Police or their designee, this uniform may also be

authorized for unusual occurrences (e.g. hurricane, natural disaster) or special assignments.

H. Business Attire:

Members not assigned to the Uniform Services Bureau (i.e. staff, detectives, internal affairs) may wear department issued polo shirt and pants or business attire in lieu of a Class B uniform. The following dress code will apply:

1. Males:

- a.** During Judicial proceedings the following is mandatory;
 - 1)** Suit or sports coat with dress slacks, tie, dress shoes or boots.
- b.** Dress shirt or collared pull over shirt (golf/polo style);
- c.** Matching dress slacks/pants;
- d.** Matching dress socks;
- e.** Dress shoes or boots; and
- f.** Matching belt.

2. Females:

- a.** During Judicial proceedings the following is mandatory;
 - 1)** Dress or pant suit.
 - 2)** Pumps with a heel not to exceed 1 $\frac{3}{4}$ inches, no open toes or heels or appropriate dress shoes.
- b.** Skirt;
- c.** Dress pants/slacks;
- d.** Blouse or collared pull over shirt (golf/polo style); and
- e.** Pumps with a heel not to exceed 1 $\frac{3}{4}$ inches or appropriate dress shoes.

3. Casual Business Attire: The agency's casual dress policy is designed to allow members the opportunity to come to work in casual clothing that is appropriate for the office. The advantage of allowing members the opportunity to dress in casual work/business attire is to provide an atmosphere that encourages creativity and productivity, while boosting the morale of members.

- a.** Appropriate casual business attire shall include:
 - 1)** Casual dresses, skirts, slacks, blouses, and shirts;

- 2) Khaki-style pants;
 - 3) Dark colored jeans (blue or black)
 - 3) Collared cotton, polo, denim, or golf shirts without ties; and
 - 4) Sweaters, sweater vests, or mock turtlenecks.
- b. Inappropriate casual work/business attire shall include:
- 1) Any clothing that is worn, torn, see-through or revealing, designed for athletic or nightclub activity, or generally unprofessional in appearance;
 - 2) Overalls, cutoffs or shorts, faded/distress/patched jeans or jeans with holes, spandex, or stirrup pants;
4. Members wearing business or casual business attire will wear their department issued firearm in either an issued or an approved holster. The member's badge will be worn on the belt next to the firearm where it is clearly visible. Members will carry their handcuffs and an extra magazine of ammunition. Thigh, cross draw or shoulder holsters are prohibited.

I. Crime Suppression Unit:

1. The Crime Suppression Unit (CSU) supervisor shall ensure that members are wearing clothing that is appropriate and clearly identifies them as Law Enforcement Officers.
2. If a CSU Member is given an assignment outside the CSU, the member shall wear the uniform or clothing required for the current assignment.

J. Civilians

1. Community Service Officers shall wear the following uniform:
 - a. Department issued light blue short sleeve shirt with open collar;
 - 1) The issued shirt shall have "Community Service Officer" embroidered on the left chest.
 - 2) Long sleeve dress shirt, light blue in color, with navy blue clip on tie.
 - b. Department issued dark blue pants; and
 - c. Black tactical shoes or boots.
2. Records:

- a. Collared pull over shirt with "WHPD Records" embroidered on the left chest.
 - b. Casual or business attire shall be worn.
3. Property/Evidence:
- a. Collared pull over shirt with "WHPD Evidence" embroidered on the left chest.
 - b. Button-up shirt with the Police Department logo on the left chest.
 - c. Dark colored jeans or pants.
4. Crime Scene:
- a. Department issued gray button down shirt with "CRIME SCENE" embroidered on the back of the shirt or the Polo style issued shirt.
 - b. Dark blue or black utility pants.
 - c. Black tactical shoes or boots.
5. Civilian Volunteers:
- a. Department issued tan short sleeve shirt with "Winter Haven Police Citizen Volunteer" on the left chest.
 - b. Department issued dark blue pants.
 - 1. Navy blue shorts may be worn while patrolling the trail or working outdoor events.
 - c. Black or gray shoes or boots
6. Other civilian members shall wear either casual or business attire as approved or directed by their supervisor.
7. Civilian female members may wear sandals, open toe and open back shoes. Flip-flop style shoes are prohibited to include slides.

III. Headgear

- A. The Department issued uniform hat is a dark blue military style hat with a black patent leather bill. The badge, buttons and strap on the hat will be of the following colors:
 - 1. Supervisors and detectives shall be gold in color.
 - 2. Officers shall be silver in color.
- B. The Department issued baseball style cap is dark blue in color with a badge embroidered on the front. Baseball style caps may be worn in the following conditions:

1. By members of specialized units;
 2. During special details with supervisory approval; and/or
 3. During periods of inclement weather or prolonged exposure to sun with supervisor approval.
- C. A Department issued motorcycle helmet shall be worn at all times while an officer is operating a Department issued motorcycle.
- D. A Department issued bicycle helmet shall be worn at all times while an officer is operating a Department issue bicycle.
- E. Helmets shall be issued to officers for field force.
- F. Ballistic helmets shall be issued to members of the Emergency Response Team.

IV. Footwear

- A. Personally owned footwear will be provided by each member that conforms to the standards set forth in this General Order. Footwear worn with the Class A or B uniforms shall be black in color, the toe of the footwear must be able to be polished and conform to one of the following guidelines:
1. Low quarter shoe with round toe.
 2. Military style boots and quarter boots without steel toe and any ornamentation.
 3. Black tactical shoes or boots (tennis shoes are prohibited).
 4. Patrol boots with round or semi-round toe and twelve inch tops. Sharp pointed or western styled boots are prohibited.
- B. Except as noted in this General Order, Members may not tuck their pants into their boots.
- C. Members will wear black socks when not wearing boots.

V. Badges, Insignia, Name Plates, Award Pins

- A. Department issued badges shall be worn on the left side of the chest on all uniform shirts. Hat badges will be worn on the front of the Department issued hat. Uniform and hat badges will match the rank of the officer and shall conform to the following colors:
1. Sergeants and above shall be gold in color.
 2. Detectives shall be gold and silver in color.
 3. Officers shall be silver in color.

- B.** Members shall wear collar insignia “WHPD” on the left side of the uniform collar. Members shall wear collar insignia that specifies rank on the right side of the uniform collar. Rank insignia are as follows:
1. Chief of Police is two gold stars.
 2. Captain is two gold bars.
 3. Lieutenant is one gold bar.
 4. Sergeant is three gold chevrons.
 5. Detectives are gold WHPD.
 6. Officers are silver WHPD.
- C.** Name plates or strips shall be worn as follows:
1. Class A Uniform: The name plate shall be worn on the right pocket of the shirt, centered and parallel with the top edge of the pocket.
 2. Class B Uniform: The name plate or strip shall be worn on the right side of the uniform shirt centered above and parallel to the right pocket.
 3. Name plates or letters of name strips will be of the following colors:
 - a. Supervisors and detectives will be gold.
 - b. Officers will be silver.
- D.** Department issued or approved hash marks may be worn on the left sleeve of the Class A uniform shirt. Each hash mark will represent five years of service.
- E.** Award ribbons and pins shall be worn as follows:
1. Class A Uniform: Award ribbons shall be worn on the right side of the uniform shirt above the pocket in accordance with General Order 26.2.
 - a. Award medals shall be worn in accordance with General Order 26.2.
 2. Class B Uniform: Award pins or pins designating special assignment may be worn on the right side of the uniform above the name plate (i.e. ERT, FTO, City of Winter Haven tenure pin).

VI. Duty Belt

- A.** The Department issued duty belt and accessories are made with the plain black finish. The items are made from a combination of leather and man made synthetic materials. The duty belt and accessories shall, at a minimum, consist of the following:
1. Duty belt;

2. Automatic Locking System duty holster that accepts weapon mounted flashlight;
 3. Ammunition carriers—that allows the carrying of two magazines;
 4. Handcuff case and handcuffs;
 5. Scabbard for expandable baton and/or side-handle baton ring with applicable baton(s);
 6. Radio case and radio;
 7. O.C. case and O.C. canister;
 8. Belt keepers (minimum of 4);
 9. Electronic Control Device holster; and
 10. Scabbard for flashlight and flashlight.
- B.** Other items that are approved to be worn on the duty belt are:
1. Multiple handcuff cases;
 2. Protective gloves cases;
 3. Multi-tool and case;
 4. It is mandatory that cellular devices and pagers are worn on the duty belt if visible; and
 5. Patrol rifle magazine case that is designed to integrate with the Department issued ammunition carriers (must be attached with handgun magazine pouch).
- Note: The above items must conform to the color and finish of the Department issued duty belt and accessories.
- C.** Personally owned duty belts and accessories that are made from leather or nylon may be worn with any Class B uniform as long as it matches the color and finish of the Department issued duty belt. Personally owned duty belts shall have, at a minimum, the items listed in Section VI A, 1-10 of this General Order.
- D.** Only the Department issued duty belt is authorized to be worn with the Class A uniform.
1. Honor Guard may utilize specialty duty belts for formal ceremonies.
- E.** Members shall not mix textures on their duty belt (i.e. a leather belt with nylon handcuff case).

VII. Inclement Weather Clothing

- A.** The Department issued jacket is a waist length, utility style that is dark blue in color. This jacket has a removable fleece lining that may be worn as a jacket. The jacket shall

have a Department issued shoulder patch sewn on each sleeve.

- B.** Members may wear a personally owned windbreaker as long as it conforms to the following:
 - 1. Black in color;
 - 2. Winter Haven Police badge and/or Winter Haven Police logo embroidered on the left chest;
 - 3. "POLICE" lettered on the back of the jacket; and
 - 4. The lettering, badge, and/or logo of the jacket for supervisors and detectives shall be gold. The lettering, badge, and/or logo of the jacket for officers shall be silver.

- C.** Gloves
 - 1. Members may wear black leather gloves during times of inclement weather. The glove must fully cover the member's hands.
 - 2. The Bureau Commander may restrict the wearing of gloves for reasons other than inclement weather (i.e. frisks, searches).
 - 3. Members assigned to the motorcycle unit may wear gloves while operating a Department issued motorcycle. These gloves may be fingerless at the discretion of the member.
 - 4. Members operating a Department bicycle shall wear gloves during the operation of the bicycle. These gloves may be fingerless.

- D.** Rain gear, both issued and personally owned, shall only be yellow vinyl or yellow rubberized material for all members. The use of umbrellas by uniformed members is prohibited unless special circumstances dictate otherwise.

- E.** The Department issued Class A long sleeve shirt may be worn without a tie and an open collar during inclement cold weather. A long sleeve tee shirt may be worn under this shirt as well.

VIII. Glasses and Sunglasses

- A.** Corrective lenses/glasses worn by members shall be conservative in nature. Radical styles, frames, or colors are not permitted.

- B.** Members may wear sunglasses that are conservative in nature that do not detract from the uniform. Sunglasses will not:
 - 1. Have radical styles, frames, or colors; and
 - 2. Have mirrored or colored lenses.

- C.** Accessories for glasses and sunglasses (i.e. keepers, cords) shall be dark blue or black in color and conservative in nature.

- D. Members assigned to operate a Department issued motorcycle or bicycle shall wear shatterproof or polycarbonate lenses in their glasses or sunglasses when operating those vehicles.

IX. Grooming

- A. Members shall report to any duty assignment in either proper attire or a uniform that is clean and neat. Stained, dirty or ripped clothing, offensive body odor, unkempt appearance shall not be tolerated.
- B. In the event that members must use enhancing devices to function, at minimum standard levels (i.e. eyeglasses, contact lenses, dentures, hearing aids, etc.), those members shall wear the devices on duty.
- C. Male Grooming: Hairstyles will be worn in a fashion that is professional in appearance and style and shall be neat, evenly trimmed, and well-groomed at all times. Haircuts with unusual shapes or designer styles (e.g. ponytails, braids, extreme undercut, etc.) are prohibited. Only naturally occurring hair colors are permitted. All male members shall wear both their hair and facial hair in compliance with the following:
 - 1. Hair may extend to the ears, but shall not protrude over the ears. Hair at the nape of the neck may be rounded or blocked, but it shall not touch or extend beyond the top of the collar, when the head is held at attention. Hair will not fall below the eyebrows. Hair shall not extend more than one and a half inches out from the head. Hair shall be groomed so that it does not bush out or curl up when wearing any department issued head gear.
 - 2. Members assigned to special investigations unit are not restricted as to the design, length or appearance of their hair; however, any member who is in uniform for any purpose must follow hair restrictions as outlined in this general order. This includes any off duty/extra-duty employment that requires the wearing of a uniform.
 - 3. Sideburns shall not extend past the bottom of the ear. Sideburns shall be neatly trimmed. Sideburns shall be cut level when the head is held at attention. Width of sideburns shall not be more than 1 ¼ inch.
 - 4. Facial hair is authorized as follows: Members will notify their immediate supervisor, in writing, of their intention to grow authorized facial hair. Members are limited to requesting to grow their facial hair to twice a year. (This is to prevent members from growing a beard and shaving it off every other month). The wearing of authorized facial hair must not interfere with the performance of assigned duties.
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 - 5. Authorized facial hair is defined as:
 - a. A mustache that does not protrude below the top of the upper lip or past the corner of the mouth on the side not exceeding ¼ inch off the face and no more than ¼ inch in length; or
 - b. A full-face beard not exceeding ¼ inch off the face and no more than ¼

inch in length; or

- c. A mustache with a goatee not exceeding $\frac{1}{4}$ inch off the face and no more than $\frac{1}{4}$ inch in length.
- d. Only naturally occurring hair colors are permitted.

6. Unauthorized facial hair

- a. The growing of variation of the above, i.e. chin curtain (Lincoln beard), soul patch, handlebar mustache, mutton chops, unshaven look and other similar styles is not authorized. Growing hair below the top of the "Adams apple" is also unauthorized. If an individual cannot grow hair in areas of the face to be able to have a full beard, then the individual will not be authorized to have a beard.
- b. Members assigned to special investigations unit are not restricted as to the design, length or appearance of their facial hair however; any member who is in uniform for any purpose must follow facial hair restrictions as outlined in this general order. This includes any off duty/extra-duty employment that requires the wearing of a uniform.

D. Female Grooming: All sworn uniformed female members shall wear their hair in compliance with the following:

- 1. In no case will the length of the hair extend beyond the seam connecting the shirt yoke with the back of the uniform shirt. Hair may be cut short to conform or longer hair may be secured and styled so it will not extend beyond the above mentioned length (i.e. bun, looped braid, etc.).
- 2. While on-duty, hair must be secured in a style that will not contribute to the injury of a member or that detracts from a professional appearance. Only naturally occurring hair colors are permitted.
- 3. Pigtailed, double braids, and bouffant styles shall not be permitted. The hair will not be styled so that it hangs below the eyebrows.
- 4. The hair will be neat and clean with the hairstyle that does not interfere with the wearing of the Department hat or an issued helmet.

E. Fingernails: All members will maintain their fingernails in a neat, clean, well-groomed and conservative fashion. Fingernails will comply with the following:

- 1. All uniformed members will not allow their fingernails to grow more than $\frac{1}{4}$ inch from the tip of each finger/thumb.
- 2. Female members both sworn and non-sworn, are permitted to paint or color their fingernails with conservative shades that do not detract from the Department's professional image, only one color can be worn at any given time. Multiple, bright colors, neon and/or nail designs/decorations are prohibited.
- 3. All members assigned to the Special Investigations Division are exempt from these standards.

- F. Wigs and hairpieces are permitted, but must conform to the standards of natural hair.
- G. Personal Jewelry: While on-duty or otherwise representing the Department, the following will apply to personal jewelry:
 - 1. While in uniform, members may wear the following:
 - a. Wristwatches;
 - b. Wedding bands;
 - c. Conservative type rings (only one on the ring finger of each hand, except as noted in d.); and
 - d. Female members may wear an engagement ring and wedding ring on the ring finger of the left hand.
 - 2. While in uniform, neck jewelry/ornamentation shall not be visible.
 - 3. Members wearing civilian clothes may wear conservative styled rings, necklaces, and chains.
 - 4. All male members are prohibited from wearing earrings. Male members assigned to Special Investigations are exempt from this standard.
 - 5. All uniformed members assigned to Patrol or Community Service Officers are prohibited from wearing earrings.
 - 6. All female members authorized to wear earrings will wear a single earring in each ear. Gauge style earrings are prohibited.
 - 7. Wearing of earrings, posts, or piercings in the fingernails, nose, tongue, or any other body part that is normally visible to the public is prohibited.

X. Tattoos, Scarifications, or Instrumentally Inflicted Decorative or Symbolic Markings of the Skin

- A. For purposes of this general order tattoos, scarifications, instrumentally inflicted decorative or symbolic markings of skin and piercings will be hereafter referred to as "body art".
- B. The display of any unauthorized body art that is considered to be inappropriate, unprofessional, or offensive, regardless of location, by any member of is prohibited.
- C. The following includes but is not limited to, the type of body art prohibited by this general order:
 - 1. Depictions of nudity or violence;
 - 2. Sexually explicit or vulgar art, words, phrases, or profane language;
 - 3. Symbols likely to incite strong reaction in the workplace (i.e. swastikas,

pentagrams, etc);

4. Initials, acronyms or numbers that represent criminal or historically oppressive organizations or any street gang related names or symbols;
 5. Intolerance of, or discrimination against any race, religion, gender, or national origin; and
 6. Association with organizations or groups which advocate hate, intolerance or discrimination.
- D. All members shall be prohibited from displaying any body art on the neck, head, hand or face. Any visible body art shall conform to the specifications of this general order and not reflect negatively on the Department.
- E. Applicants for employment with the Winter Haven Police Department will not be automatically rejected for visible body art that conforms to this general order. The Chief of Police may reject an applicant if they determine the body art to fall under the prohibitive portion of this policy.
- F. Any member of the Department who obtains any unauthorized body art considered to be inappropriate, unprofessional, or offensive after March 20, 2007 will:
1. Remove the body art at their own expense; or
 2. Cover the body art with a Department approved uniform or other Department approved business or casual attire, a dark blue, black or flesh colored wrap.
- G. The Chief of Police shall have the authority to review each incident on a case by case basis and hold final authority on grants and exemptions.
- H. Body piercing and other mutilations not medically inflicted or exempted by a Bureau Commander or the Chief of Police that would be visible when wearing any duty uniform or clothing are prohibited.

XI. Body Armor (CALEA 41.3.5)

- A. The Department shall provide body armor to all sworn members for protection during life threatening situations. Department issued body armor shall comply with the following:
1. Body armor of a minimum of threat level II (National Institute of Justice Standards) protection for all sworn members.
 2. Body armor of a minimum of threat level III (NIJ) for members assigned to ERT (these vests will only be for ERT operations).
- B. All sworn members, except those assigned to administrative duties as designated by the Chief of Police, shall be required to wear the agency-issued body armor when wearing the Class "B" uniform. (CALEA 41.3.6) (CFA 14.10a)
1. All members issued body armor shall ensure its available while on duty.
 2. All sworn members, whether in uniform or not, shall be required to wear the

agency-issued body armor when conducting investigative contacts with known or potential suspects, tactical operations, arrests, and when participating in the execution of search warrants, surveillance, and other potential high-risk situations, as determined by a supervisor. (CFA 14.10c)

C. Only Department issued outer ballistic vest carriers may be worn.

1. The Department issued outer ballistic vest carrier that matches the Department's Class B shirt may be worn over the Class B uniform shirt in lieu of wearing body armor concealed.
2. Department issued modular outer ballistic vest carriers shall not be worn over a Class B shirt. This carrier may be worn by:
 - a. Canine officers;
 - b. Tactical Patrol;
 - c. Detectives; and
 - d. Any assignment that does not require the wearing of a Class B uniform.

D. Care of Body Armor

1. Members shall be instructed in the care and cleaning of their issued body armor and shall be held responsible for proper maintenance.
2. Any damage or unsafe condition to a member's issued body armor shall be reported immediately to the member's supervisor for appropriate action.
3. Members shall report any condition where the body armor no longer fits properly as a result of a gain or loss in body weight.
4. Members shall be cognizant of the expiration date of their body armor. When this date is near expiration, the member shall notify their supervisor to ensure that new body armor will be ordered. (CFA 14.10b)
5. The Technical Services Clerk shall be responsible for keeping a spreadsheet of all body armor issued to members to ensure within 6 months of the expiration date that new body armor can be fitted, ordered, and issued upon receipt.



APPROVED

**Vance Monroe Jr.
CHIEF OF POLICE**