

SACRAMENTO POLICE DEPARTMENT

UNIFORM MANUAL



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SACRAMENTO POLICE DEPARTMENT REFERENCE MANUAL



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CHAPTER I GENERAL PROVISIONS

A. GENERAL PROVISIONS

1. Uniform specifications shall be maintained by PSU and the chair of the Uniform Committee.
2. Employees shall dress according to the specifications authorized by this manual.
3. Uniformed personnel shall only wear authorized uniform components.
4. The Chief of Police (COP) or designee may authorize provisional alterations to this manual by way of a Department Memorandum.
5. Supervisors shall ensure that all employees comply with the contents of this manual and all department orders regarding appearance, equipment, and uniform specifications. The division commander shall have the final say regarding questions about appropriate dress.
6. The chairperson of the Uniform Committee shall maintain an appendix of authorized specifications for uniforms.

B. MAINTENANCE RESPONSIBILITY

1. Employees shall be responsible for the maintenance, repair, condition, and appearance of all equipment, supplies, and clothing issued by the department or purchased by the employee for use while on duty.
2. All equipment shall be in good working order.
3. When equipment, supplies, or clothing are damaged in the line of duty, and not through negligence, employees shall follow the proper procedure for the repair or replacement of the item pursuant to General Order (GO) 410.02 (Equipment Replacement, Repair and Turn In) or applicable labor agreements.
4. The department shall not be responsible for the repair or replacement of equipment personally purchased by the employee for on duty use (e.g. flashlights, personally owned firearms, tactical lights).

C. USE OF THE POLICE UNIFORM OR EQUIPMENT ON DUTY

1. Use of police uniforms or equipment in conjunction with political activities is prohibited. Officers who have knowledge of such proposed use shall immediately notify their chain of command of the intended use.
2. The uniform shall not be worn off duty, unless approved by the employee's division commander, or higher authority.
3. Uniformed personnel shall wear the uniform authorized for their respective assignment when on duty. The COP or designee may authorize deviation from this policy on a case-by-case basis.
4. Personnel working any supplemental employment assignment shall follow the uniform and appearance requirements pursuant to GO 253.02 (Supplemental Employment).

D. WEARING AND CONDITION OF UNIFORMS

1. Officers shall be in possession of their department issued ID card while in uniform.
2. Officers shall be in possession of their California Driver's License when on duty.
3. Uniformed officers shall always have their badge and nameplate clearly visible on the outermost garment being worn.
4. SPD patches, symbols, logos, or graphic representations shall not be worn, as a uniform item, in a manner that is not permitted by this manual.
5. Officers assigned to work field duty in uniform shall ensure that all equipment is in good repair and condition.



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6. Uniforms shall be in a similar state of appearance including style, wear, and coloring. Uniforms showing excessive wear and tear damage, or discoloration shall not be worn for duty.
7. Uniforms with discoloration or wear and tear damage may be worn in dedicated training environments so that officers can train with duty gear and not damage duty equipment.
8. Officers assigned to work field duty in uniform shall wear, or have all authorized required uniform components, as outlined below:
 - a. Uniform pants - Class A, Class B, or Class C (when authorized).
 - b. Uniform shirt - Class A, Class B, or Class C (when authorized) with departmental patches.
 - (1) The bottom of the sleeve of the short sleeve shirt shall touch the crease in the elbow when the upper arm is at 90° to the forearm.
 - c. Shoulder Patches
 - (1) Shoulder patches shall be sewn (not cross stitched) on both sleeves with the top of the patch 1/2 inch below the sleeve head seam, and in such a manner that a line bisecting the center of the patch would be perpendicular to the ground when the garment is worn.
 - (2) One shoulder patch shall be placed on each sleeve of the approved uniform jacket, long sleeve, and short sleeve uniform shirt.
 - (3) Background material to be first grade, colorfast royal blue washable material. All front threads to be high tenacity, fast-dye rayons of a denier suitable to the detail. Shuttle cottons to be first quality, long staple, Egyptian Sac yarn.
 - (4) Design/Color – Outer edge and background within seal to be royal blue.
 - (a). The lettering "POLICE" and seal borders to be gold.
 - (b). The outline of State Capitol, farmlands, airplane, wagon train, industrial park, river, railway, and city to be in gold.
 - (c). Lettering of "CITY OF SACRAMENTO" on top and "FOUNDED IN 1849" on the bottom which borders the inner seal to be royal blue on light blue background. A rocker at the top of the shield shall state in block letters the division to which the individual is assigned (i.e., COMMUNICATIONS, RECORDS, FORENSICS, COMMUNITY SERVICE OFFICER, VIPS).
 - (d). Standard SPD shoulder patch shall be "shield shape," 4 inches by 5 inches.
 - (e). Properties of treatment to be non-toxic, non-flammable, and of such nature as to be harmless to the garments to which the emblems will be applied. Treatment to serve as a binding agent, sealing all loose threads on the reverse side of the emblem.
 - (f). All lettering shall be sharp and clear.
 - d. Nameplate or embroidered nametag. Metal name plates shall be polished to a high luster.
 - e. Dress Belt
 - (1) The authorized 1 1/2-inch dress belt shall be worn with pants while in uniform.
 - (2) The belt shall be basket stamped with a black finish and have a standard buckle with either a chrome finish (officers) or brass finish (sergeants and above). Hook and loop closure is also authorized. The belt closure shall be worn in the front in line with the uniform pant zipper.
 - (3) Leather and synthetic belts compliant with the above are authorized to be worn. Employees shall not mix leather and synthetic belts and attachments.
 - f. Socks, if visible, shall be black in color and free of designs.
 - g. Undershirt



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- (1) Black or white in color.
- (2) Visible portions of an undershirt shall be clean and free from stains, holes, designs, text, other obvious signs of wear, or trim of a different color.
- (3) Undershirts shall not be visible beyond the uniform neck area.
- (4) Black turtleneck/mock turtleneck may be worn under long sleeve uniform shirts.
- (5) The only approved logo on the turtleneck shall be "SPD" on the left collar, in gold thread for sergeants and above, and silver for officers, and 5/8-inch Helvetica condensed font.
- h. Department badges shall be polished to a high luster and worn on the outmost garment.
- i. Timepiece.
- j. Handgun with loaded magazine.
- k. Magazine pouch with two additional magazines.
 - (1) Optional – Officers may carry up to four standard handgun magazines on their duty belt.
- l. Handcuff pouch with handcuffs.
- m. Flashlight.
- n. Chemical agent in pouch or clipped.
- o. Police radio in pouch or clipped.
- p. Flexible body armor.
- q. Gas mask with case.
- r. Riot helmet with face shield and carry bag.
- s. Gloves
 - (1) Black leather or synthetic, fabric lined.
 - (2) Gloves worn shall allow the wearer to retain dexterity, freedom of hand movement and not prohibit the wearer from using a firearm or other equipment.
- t. Reflective vest shall be Class 2 compliant traffic safety vest (or equivalent).
- u. High Visibility Clothing.
 - (1) Officers are required under 23 CFR part 634 to wear ANSI class 2 or 3 conspicuity compliant high-visibility clothing within the right-of-way of a roadway while performing routine duties such as directing traffic, investigating collisions, handling lane closures, obstructed roadways, and disasters.
 - (2) Exceptions for law enforcement officers apply when working in potentially adversarial or confrontational conditions such as traffic stops, pursuits, and searches.
 - (3) Refer to Federal rule 23 CFR part 634 regarding Worker Visibility found in the manual on Uniform Traffic Control Devices published by the Federal Highway Administration.
- v. Paper, booklet, cards, or device for taking notes.
- w. Additional equipment as required or approved by the department.

E. STATION DUTY

- 1. Officers assigned to station duty in uniform shall wear a minimum of the following:
 - a. Class A, B, or C (when authorized) shirt with departmental patches.
 - b. Name plate or embroidered name.
 - c. Class A, B, or C (when authorized) pants with dress belt.
 - d. Shoes and socks.
 - e. Loaded sidearm in holster.
 - f. Handcuffs and key.



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- g. Departmental badge.
- 2. Civilian clothing shall not be worn with any distinguishable part of the uniform.
- 3. Employees assigned to station duty as either light or modified duty assignment shall wear the uniform authorized by their division commander or designee.
- F. SWORN EMPLOYEES NOT IN UNIFORM
 - 1. Officers not in uniform shall wear identification pursuant to GO 210.04 (General and Professional Conduct) and GO 380.02 (Identification Cards).
 - 2. Sworn employees not in uniform shall conspicuously display their badge if their firearm is conspicuously worn.
 - 3. Employees shall keep in mind that the department wishes to display a professional business appearance.
 - 4. Employees shall comply with the requirements of GO 430.02 (Personal Appearance Standards).

CHAPTER II SWORN PERSONNEL / REQUIRED EQUIPMENT

- A. EQUIPMENT
 - 1. Officers shall be issued a complete equipment belt.
 - 2. The equipment belt shall be equipped with the required equipment identified in this chapter.
 - 3. The positioning of the items shall be the individual officer's preference.
- B. EQUIPMENT BELT
 - 1. General Provisions
 - a. Accumold Elite or equivalent nylon gear may be used.
 - b. Nylon is not authorized for wear with formal Class A or Honor Guard uniforms.
 - c. The equipment belt shall be worn so it fits the wearer's waist with no appreciable deviation from a horizontal plane.
 - 2. Approved Specifications
 - a. The belt shall be 2 ¼-inches in width.
 - b. Synthetic duty belts and accessories with a basket-weave stamp pattern is the department standard.
 - c. Previously issued leather duty belts and accessories remain authorized.
 - d. All accessories should be of same style as the equipment belt to ensure color match and pattern style. Exceptions can be for the holster and radio case.
 - e. Basket-weave accessories may be worn with polished black leather duty gear.
- C. HOLSTERS
 - 1. A list of additional approved holsters shall be maintained by the Weapons Committee chair and the department armorer.
 - 2. An authorized holster shall be carried with the safety device locked in position to secure the weapon in the holster.
 - 3. The holster shall be attached to the belt through the holster shank and not attached via modular lightweight load-carrying equipment (MOLLE).
- D. SIDEARMS
 - 1. The authorized sidearm shall be carried fully loaded with authorized ammunition pursuant to GO 580.04 (Firearms).
 - 2. The sidearm shall be clean and in a serviceable condition.
- E. CONDUCTED ENERGY DEVICE (CED)
 - 1. The CED shall be carried in the department authorized holster, pursuant to GO 580.12 (Less Lethal Weapon Systems).



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F. HANDCUFFS

1. Peerless model 700 nickel finishes.
2. Authorized handcuff cases and handcuffs with the keys shall be carried while on duty.

G. BELT KEEPER

1. Approved belt keepers shall be worn to keep the equipment belt horizontal.
2. Belt keepers shall be matching and a similar material to the duty belt.

H. BATON

1. Expandable Straight Baton (ESB) in accordance with Reference Manual (RM) 580.08 (Baton Manual).
2. Wood Baton
 - a. Good quality oak or hickory.
 - b. Color – Black satin.
 - c. Finish – Handle and body shall have a plain smooth finish and be equipped with a black rubber grommet (#21, 1 1/8-inch crutch tip) with the widest end toward the handle.

I. WOODEN BATON RING / ESB HOLDER

1. Wooden baton ring that has a similar material to duty belt and accessories, capable of holding an issued wooden baton.
2. ESB holder that has a similar material to duty belt and accessories, capable of holding an issued ESB.

J. CHEMICAL AGENT AND CHEMICAL AGENT HOLDER

1. Officers shall carry the authorized chemical agent as described in RM 580.07 (Chemical Agents) in a holder attached to the duty belt or clipped to their person.

K. RADIO AND RADIO CASE

1. The portable radio and case shall be attached to the duty belt, or load bearing vest, to best meet the needs of each officer.
2. The radio shall not be positioned to impede the drawing of the sidearm.

L. FLASHLIGHT

1. An authorized flashlight shall be carried during hours of darkness and shall be immediately available during daylight hours.
2. If personnel choose to purchase and carry a personal flashlight, the case shall be black, and the illumination shall be equivalent or superior to the department-issued flashlights.

M. OPTIONAL EQUIPMENT

1. Knives
 - a. Folding or locking blade knife.
 - b. Maximum blade length of 4 inches.
 - c. Case shall either be black in color, leather with a polished basket-weave design, or nylon with a snap or hook and loop fasteners.
 - d. Each person who elects to carry a knife and case on their equipment belt shall be responsible for all damages, loss, theft, and maintenance.
 - e. Knives shall be in a sheath, enclosed carrier, or inside of a uniform pocket and not clipped directly to the duty belt.
2. Eyewear
 - a. Eyewear may be worn at the officer's option.
 - b. The lenses shall be clear, tinted, any non-fluorescent, or non-reflective shade.
 - c. Frames may be metal or plastic.
 - d. Frames and temple pieces shall be black, dark blue, brown, grey, or a clear plastic.



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CHAPTER III SWORN PERSONNEL / REQUIRED UNIFORM

A. NAME PLATE

1. Color – Silver for officers and gold for sergeants and above.
2. Lettering
 - a. The letters shall be block-type single letters, engraved deep in the metal, and filled with black enamel.
 - b. Plate shall include the officer's last name.
 - (1) Option would be to include their first initial or first name spelled out (e.g., J. Doe or John Doe).
3. The approved name plate shall be worn on the uniform shirt and centered ¼-inch below the top seam on the right pocket flap. The metal nameplate shall not be worn on an embroidered uniform.



B. EMBROIDERED NAME (Optional)

1. The first initial and last name may be embroidered, centered above the top seam of the right pocket on the Class B uniform shirt or Class C Load Bearing Vest (LBV).
2. Embroidery
 - a. 1/2-inch Helvetica condensed font.
 - b. Silver thread #0108 for officers and gold thread #0605 for sergeants and above.
 - c. Embroidery is not authorized on the Class A Formal or Honor Guard uniform shirt.



- d. Screen printed name plates are not authorized for standard uniforms



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- e. Screen printed name plates are only authorized for riot gear.

C. DEPARTMENT BADGE

1. Color – Silver for officers, and gold for sergeants and above.
2. Style - Same as, or equal to, Ed Jones Company.
 - a. Model 466E (sergeants and above).
 - b. Model 638 for (officers).
3. Shape – Convex with seven points.
4. Engraving – Star points and center for sergeants and above.
5. The loss or theft of any SPD badge shall be immediately reported to the employee's supervisor.
6. Officers shall only wear the department-issued badge (seven-point star). Any exception shall be approved by the COP.
7. Personnel in uniform shall wear the department issued badge on the outside of the outermost garment over the left breast.

D. CLOTH BADGE (Optional)

1. Material – Cloth.
2. Color - Silver embroidered for police officers, and gold embroidered for sergeants and above.
3. Style – Seven-point star.
4. Shape - Flat with seven points.
5. Embroidery
 - a. The word "Sacramento" and "Police" shall be embroidered on the badge in navy blue thread. "Sacramento" shall be embroidered in the upper rocker and "Police" shall be embroidered in the lower rocker.
 - b. The officer's badge number shall be embroidered in navy blue in the center of the badge.
6. The cloth badge shall not be worn on the uniform shirt.
7. The cloth badge may be affixed to the following only:
 - a. Jackets.
 - b. Raid vests.
 - c. Raid shirts.
8. Specialty units such as K-9 and the Marine Unit may wear the cloth badge with the approval of their division commander.

E. DETECTIVE SHIELD

1. Design - The center of the shield shall bear the City of Sacramento seal in only dark blue and gold colors. The lower portion of the shield shall display the detective's designated "IVY" number. Sergeants and above shall have their rank inscribed in place of "Detective" on the shield.
2. Material – Metal.
3. Color – Gold.

F. OFF DUTY SECONDARY BADGE

1. Officers shall obtain a letter of authorization from the Personnel Services Division (PSD) prior to purchase.
2. If the secondary badge is lost or damaged, officers are responsible for replacement or repair costs.

G. NECKTIE

1. Material – Polyester blend or wool blend.
2. Color – LAPD dark blue.
3. Style – Traditional hand tie or "clip-on" four-in-hand type necktie, with a maximum of 3-inch width.



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4. Length – The bottom of the tie shall touch the top of the belt buckle when standing at attention.
5. Shall be worn when required by the office chief, Office of Operations (OOO), or designee and shall only be worn with a long sleeve shirt.

H. TIE BAR

1. Color – Silver for officers or gold for sergeants and above.
2. The approved tie bar shall be worn with the tie, positioned horizontally at a level equal to the bottom flap.



I. SERVICE STRIPES

1. For every 5 years of service employed by a law enforcement agency, department personnel shall wear an approved service stripe on the left sleeve of their long sleeve uniform shirt.
 - a. The material shall be blue and gold embroidery thread, the colored portion shall be blue, 3/8-inch wide and 2-inches long.
 - b. The trim surrounding the center blue portion shall be gold and 3/32-inch wide.
 - c. The stripe shall be placed on the left sleeve, at a 45-degree angle with the lower end of the stripe toward the inside seam of the front of the center press of the sleeve.
 - d. Additional stripes shall be placed above and parallel to the first stripe with 1/4-inch background space between the stripes.

J. INSIGNIA OF RANK

1. Members with the rank of sergeant or above shall wear the appropriate insignia of rank with the uniform shirt as outlined in this section.
2. Chief of Police
 - a. 4 stars.
 - b. Collar - Plain metal, gold color, 3/8-inch, 5 pointed, with 2 metal clutch fasteners.
 - c. Shoulder – Worn on the Eisenhower (Ike) Jacket. Plain metal, gold color, 1 inch, 5 pointed, with pin and safety catch.
 - d. 4 stars shall be worn in a horizontal position on each side of the shirt collar.
 - e. 1 point of each star shall point upward in such a manner that a line bisecting the center of the stars will be parallel to the front edge of the collar.



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- f. The stars shall be centered between the top and bottom edge of the collar; the center of the front star shall be one 1-inch from the front edge of the collar.



- 3. Deputy Chief of Police
 - a. 2 stars
 - b. Collar - Plain metal, gold color, 3/8 inch, 5 pointed, with 2 metal clutch fasteners.
 - c. Shoulder – Worn on the Ike jacket. Plain metal, gold color, 1 inch, 5 pointed, with pin and safety catch.
 - d. 2 stars shall be worn on the shirt collar following the guidelines outlined for the COP.



- 4. Captain
 - a. 2 bars
 - b. Collar - Plain metal, gold in color, to have 2 bars, 5/16-inch wide and 3/4-inch long, spaced horizontally 1/4-inch apart, with 2 clutch fasteners.
 - c. Shoulder – Worn on the Ike Jacket. Plain metal, gold in color, and have two bars that are 3/8-inch wide, and 1-inch long spaced horizontally 3/8-inch apart, with a pin or safety catch.
 - d. Double bar pins shall be worn on each side of the shirt collar. The front edge of the bottom bar shall be 3/4-inch from and parallel with the front edge of the collar. The pin shall be centered between the top and bottom edge of the collar.



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5. Lieutenant
 - a. 1 bar.
 - b. Collar - Plain metal, gold in color, 1 bar 5/16-inch wide and 1-inch long.
 - c. Shoulder – Worn on the Ike jacket. Plain metal, gold in color, one bar 3/8-inch wide and one 1-inch long.
 - d. 1 bar shall be worn on each side of the shirt collar.
 - e. The bar shall be positioned according to the specifications for the captain's insignia.



6. Sergeant
 - a. Sleeve Insignia
 - (1) 3 chevrons pointing up with a rocker below.
 - (2) The patch is 3 inches by 4 inches.
 - (3) The patch shall be sewn perpendicular to the ground, 1/2-inch below the shoulder patches.





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- b. Collar Insignia
 - (1) Collar insignias may be worn instead of the chevron patch on the short sleeve shirt.
 - (2) The collar insignia shall be plain metal, gold in color in the same design as the chevron patch.
 - (3) The collar insignia shall be positioned according to the specifications for the captain's insignia.
- 7. Corporal
 - a. 2 chevrons pointing up.
 - b. Sleeve Insignia - The patch is 3 inches by 2 ½-inches. The patch shall be sewn perpendicular to the ground ½-inch below the shoulder patches.



CHAPTER IV CLASS A UNIFORMS

A. CLASS A UNIFORM

- 1. Class A uniforms shall only be worn:
 - a. As directed by the COP or their designee.
 - b. At formal events such as graduations, award ceremonies, funerals, etc.
 - c. By members of the Honor Guard.
 - d. All Peace Officer Class A uniform shirts and pants shall be a matching color. LAPD blue shade.
 - e. Community Service Officers (CSO) shall wear medium-blue colored shirts with LAPD blue shade pants.
- 2. Class A uniforms shall consist of:
 - a. Class A long sleeve shirt.
 - (1) Material – Polyester blend, wool, or wool blend (100% polyester is not authorized).
 - (2) Pockets – Shall be non-pleated.
 - (3) Optional – Sewn-in military creases, front zipper, and hook and loop pocket closures.
 - b. Class A pants.
 - (1) Material – Polyester blend, wool, or wool blend (100% polyester is not authorized).
 - c. Footwear shall be all black in color.
 - (1) Plain toe, with no design, or visible buckles, black heels, soles and welts.
 - (2) Capable of being polished to a high luster.



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- d. Necktie and tie bar as described in Chapter III.
- e. Department hat with shield (optional unless mandated by the COP or designee).
- f. White gloves shall be worn with the Class A uniform when acting as a formal participant in a funeral service (e.g., pallbearer, casket guard, driver for family members).
- g. Authorized headwear befitting rank.
- h. Authorized Ike jacket befitting rank (optional).
- 3. The uniform shall be modified as follows:
 - a. No visible pens or pencils.
 - b. No baton.
 - c. No exposed keys.
 - d. No cellular phones or other devices affixed to the outside of the uniform.
- 4. The equipment belt shall only have the following items:
 - a. Holster with handgun.
 - b. Magazine pouch with magazines.
 - c. Handcuff pouch with handcuffs.
 - d. Belt keepers.
- B. CLASS A HEADWEAR
 - 1. Uniform Hat (Lieutenants and above)
 - a. Model "Bayly" #983032 or equivalent.
 - b. Material – Wool.
 - c. Color – LAPD blue shade.
 - d. The chin strap shall be ½-inch, two-vellum "permagold".
 - e. Side buttons shall be department 24-lined gold plated.
 - 2. Visors
 - a. Chief of Police – 2 gold clusters.
 - b. Deputy Chief of Police – 2 gold clusters.
 - c. Captain – 2 gold clusters.
 - d. Lieutenant – 1 gold cluster.
 - 3. Uniform Hats (officers and sergeants).
 - a. Model "Bayly", #08NS3AO or equivalent.
 - b. Material – Wool.
 - c. Color – LAPD blue shade.
 - d. Style - The cap shall be medium-soft metropolitan eight-point style. Closed or open wicker sides are optional.
 - e. The authorized uniform hat shall be worn when designated by the office chief, OOO or designee.
 - f. The hat shall be worn level on the head when viewed from the sides or front.
 - 4. Chin Straps
 - a. Sergeants – 1/2-inch gold color metal. Expanding, snake-type construction or two-vellum gold color nylon, fastened with side buttons that are department 24-lined gold plated.
 - b. Officer – 1/2-inch solid black patent leather strap, fastened with silver color side buttons.
 - 5. Cap Piece
 - a. Material – Metal.
 - b. Color – Silver for police officers and gold for sergeants and above.
 - c. Style - Same as, or equal to, Ed Jones Company model number 668.
 - d. Design – Hexagon; at the top is an eagle in flight; in center, a circled five-pointed star with crossed batons abreast; at bottom, a banner with 3/8-



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inch embossed numerals.

- e. Size – 2 ½-inches high and 2 inches wide for all members of the department.
- f. Lettering
 - (1) For the rank of sergeant and above, 1/4-inch embossed gilded letters.
 - (2) For the rank of officer 1/4-inch embossed chrome letters.

C. CLASS A OUTERWEAR IKE JACKETS (Optional)

1. General Provision

- a. Departmental Stripes - Regulation departmental stripe ½-inch wide of same material as the jacket and piped at the top and bottom. The piping shall be white for officers and gold for sergeants and lieutenants. Captains and above shall wear the 1/2-inch stripe of solid gold color.
- b. Service Stars - For each five years of service officers shall place a star on their left sleeve, ¼-inch above the departmental stripes. The service stars shall be white embroidery for police officers and gold embroidery for sergeants and above.
- c. The Ike jacket shoulder patches shall be sewn (not cross stitched) on both sleeves.
 - (1) The top of the patch shall be sewn a ½-inch below the sleeve head seam.
 - (2) The patches shall be sewn in a manner where the line bisecting the center of the patch is perpendicular to the ground when the garment is worn.
- d. The Ike Jacket is the only authorized outer wear for Class A use. The Ike Jacket shall not be worn with Class B or Class C uniforms.

D. HONOR GUARD UNIFORM

1. Honor Guard uniforms shall consist of the following:

- a. Standard department long sleeve shirt with Honor Guard shoulder patches.
 - (1) The pockets on the shirt shall be sewn shut and the epaulets sewn down. Hooks shall be installed on the right epaulet to accommodate citation cords.
 - (2) Appropriate service stripes sewn on left sleeve.
 - (3) Honor Guard patch - Standard department shoulder patch with gold trim on outer edge.
 - (4) Citation cords shall be worn over the left shoulder and under epaulet. Blue and gold cords for officers and gold cords for sergeants and above.
 - (5) Gold ascot - Shall be creased in the center and worn in-line with the buttons on the shirt.
 - b. Honor Guard pin and United States flag pin.
 - c. Name tag.
 - d. Standard department uniform pants.
 - (1) The pants shall have blue/black piping down the inseams.
 - (2) The pockets shall be sewn shut.
 - e. Standard dress belt.
 - f. Patent leather shoes or high gloss plastic shall be polished to a high luster.
 - g. Campaign style hat, felt material.
 - h. Honor Guard hat pin (silver for officers and gold for sergeants and above).
 - i. Ike jacket.
- 2. Ceremonial equipment shall be polished to a high gloss.
 - 3. Each member of the Honor Guard shall be authorized to draw from the armory the following items:
 - a. One equipment belt.
 - b. One holster.
 - c. One ammunition case.



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- d. Four retaining keeper straps.
- e. Two handgun magazines.
- f. One additional handgun to that will be used solely to carry out their Honor Guard duties.

E. AWARD PINS AND MERITS OF VALOR

1. Officers may wear their award pins on their uniform.
2. Officers may wear the Gold, Silver, and Bronze Medals of Valor, Purple Heart, Lifesaving, Distinguished Service (DSA), Unit Citation, Marksmanship, Fitness, and the 10851 award pins on the left pocket flap of their uniform shirt.
3. Awards for heroism or meritorious service that are awarded by allied public safety entities may also be worn with the SPD uniform.
4. Officers shall wear the pins on the left pocket flap as follows:
 - a. 1 pin shall be worn centered directly below the top seam of the pocket flap.
 - b. 2 pins shall be worn side by side and centered directly below the top seam of the pocket flap.
 - c. 3 pins shall be worn side by side and centered directly below the top seam of the pocket flap.
 - d. 4 pins shall be worn with three pins worn as above and the fourth pin centered directly below the middle of the three pins.
 - e. Five pins shall be worn with three pins worn as above and two pins centered directly below the ends of the upper middle pin.
5. All pins shall be worn in descending order from right to left and top to bottom. The order shall be:
 - a. Gold Medal of Valor.
 - b. Silver Medal of Valor.
 - c. Bronze Medal of Valor.
 - d. Purple Heart.
 - e. Life Saving Award.
 - f. Distinguish Service Award (DSA).
 - g. Unit Citation.
 - h. FBI National Academy.
 - i. Command College.
 - j. Senior Management Institute for Police (SMIP).
 - k. Supervisory Leadership Institute (SLI).
 - l. FTO of the Year.
 - m. Officer of the Year.
 - n. Front Line Leadership.
 - o. Community Service Award.
 - p. Semi-Automatic Pistol Award.
 - q. DUI pin.
 - r. 10851 Award.
 - s. Fitness pin.

F. UNIT PINS AND EMBLEMS

1. Employees shall wear only approved emblems and pins that are authorized for wear on uniform shirts.
2. The emblems or pins shall be gold (supervisors) or silver (officers) in color and worn centered ½-inch above the right pocket flap.
3. Department personnel shall be limited to wearing one emblem or pin and a United States flag pin.
4. When worn, the flag pin shall be the uppermost emblem centered above the right



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- pocket and worn ½-inch above any other emblem or pin.
5. Seasonal or special occasion pins as authorized by the Office of the Chief.
 6. The following emblems and pins are authorized to wear:
 - a. Anchor emblem – Marine Unit.
 - b. CNT pin – Crisis Negotiator.
 - c. DUI pin – DUI officers.
 - d. EOD emblem – Explosive Ordinance Disposal Unit.
 - e. Flag pin – All personnel may wear a United States flag pin.
 - (1) Flags representing military branches or other nations are not approved unless specifically authorized by the COP.
 - f. FTO pin – Field Training officers.
 - g. Honor Guard emblem – SPD Honor Guard.
 - h. K9 pin – Canine officers.
 - i. Motor Officer wings – Motor officers.
 - j. PEER pin – Peer Support members.
 - k. POP pin – Problem Oriented Police Team.
 - l. RT emblem – Regional Transit assigned officers.
 - m. SPD Academy emblem – Sacramento Police Academy staff and recruits.
 - n. SWAT emblem – SWAT officers.
 - o. VCR pin- Violent Crime Reduction Team officers.
 - p. Wings emblem – Department pilots.
 - q. Wings with bicycle crank – Bike Unit.
 7. A star shall be designated on each pin for additional for awards. For example, two Unit Citations would be identified by a bar with a centered star.
 8. The pins shall be worn centered ½-inch above the name tag.
 9. Employees wearing a Longevity pin shall wear the pins side by side, the DSA pin to the center of the shirt, and centered ½-inch above the name tag.

CHAPTER V **CLASS B UNIFORM**

A. CLASS B UNIFORM

1. Class B uniforms shall only be worn for daily patrol duties or informal events (community meetings, neighborhood events, informal presentations, etc.).
2. Class B uniforms can be of wool, wool blend or polyester materials, including 100% polyester “wash and wear” styles.
3. Pins, Merits of Valor, Unit Pins and Emblems are authorized for Class B uniforms as described above in Class A uniforms.
4. All peace officer Class B uniform shirts and pants shall be a matching color – LAPD blue shade.
5. Community Service Officers (CSO) shall wear medium-blue colored shirts with LAPD blue shade pants.

B. CLASS B UNIFORM SHIRT SPECIFICATIONS

1. Long Sleeve Shirt
 - a. Pockets shall be non-pleated.
 - b. Optional – Sewn-in military creases, front zipper, and Velcro pocket closures.
2. Short Sleeve Shirt
 - a. Pockets shall be non-pleated.
 - b. Optional – Sewn-in military creases, front zipper, and Velcro pocket closures.



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C. CLASS B UNIFORM PANT SPECIFICATION

1. Class B Pants
 - a. Length – Shall be ½-inch above the bottom of the sole of the shoe, while standing at attention.
 - b. Optional – Button on the rear pockets and back sap pockets.
 - c. Optional – Interior side pocket with invisible zipper.

D. CLASS B HEADWEAR SPECIFICATIONS

1. General Provisions
 - a. Headwear cap shall be:
 - (1) Maintained in good condition without dirt, stain, or excessive wear.
 - (2) Worn snugly on the head with visor facing forward during daylight hours or in stormy conditions with sustained precipitation.
 - b. Headware shall not:
 - (1) Be used to conceal hair that is not in compliance with GO 430.02 (Personal Appearance Standards).
 - (2) Have any pins or emblems.
 - (3) Be worn with a Class A uniform, business or business casual attire, or on other occasions as directed by the division commander.
2. Campaign Hat
 - a. Hat cords with Acorn style knot. Silver in color for officers, gold in color for sergeants and above are required.
 - b. Material - Double brimmed straw.
 - c. Color - Seville blue.
3. Cold Weather Cap
 - a. The cold weather cap shall only be worn:
 - (1) Outdoors with the insignia facing forward.
 - (2) During storm conditions or periods of cold weather.
 - (3) The cap shall fit snugly on the head and cover the top of the ear when it is worn.
 - (4) The cap shall not extend below the lowest part of the eyebrow.
 - b. Approved Specifications:
 - (1) Material - Advansa Thermolite Polyester.
 - (2) Color – Black.
 - (3) Insignia – On the exposed portion of the fold up rim the word "SACRAMENTO" shall be embroidered in 1/2-inch block capital letters. The word "POLICE" shall be embroidered in ¾-inch in block capital letters. The word "SACRAMENTO" shall be centered above the word "POLICE". The insignia shall be silver for officers and gold for supervisors.





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4. Headband
 - a. Material – Polyester blend.
 - b. Color - Navy Blue
 - c. Insignia – On the exposed portion of the fold up rim the word "SACRAMENTO" shall be embroidered in 1/2-inch block capital letters. The word "POLICE" shall be embroidered in 3/4 inch in block capital letters. The word "SACRAMENTO" shall be centered above the word "POLICE". The insignia shall be silver for officers and gold for supervisors.



5. Baseball Cap
 - a. Approved Specifications:
 - (1) Material – Wool.
 - (2) Color – Navy Blue.
 - (3) Insignia - "SACRAMENTO" in 1/2-inch block capital letters shall be embroidered centered above "POLICE" in 3/4-inch block capital letters on the front of the cap above the visor. The insignia shall be silver thread for officers and SPD approved gold thread for supervisors.
 - b. Unit specific designation (e.g., K-9, Traffic, SWAT, POP) or last names may be embroidered on the rear hatband in 1/2-inch embroidery.



E. FOOTWEAR

1. Shoes or boots and socks shall always be worn when in uniform unless extenuating circumstances arise.
 - a. Shoes or boots worn in Class B and C uniforms shall be that of a Class A uniform as detailed above, or an optional sports-style shoe or boot.
 - (1) Black in color.
 - (2) Logos or designs must be subdued and black in color.



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- (3) Designed for police or tactical wear or those described as tactical police.
 - (4) Shall have a toe cap consisting of plastic, rubber, leather, or other hardened material that covers the top of the toes.
 - (5) Shall not be worn with Class A uniform.
 - b. Socks, if visible, shall be black in color.
 - c. Laces shall be black in color.
 - d. Footwear shall be kept clean and in good condition.
- F. FOUL WEATHER JACKETS
- 1. General Provisions
 - a. The jackets may have a removable body liner or pile collar.
 - b. Patches shall be worn on both shoulders.
 - 2. Approved Colors
 - a. LAPD blue shade.
 - b. ANSI Class 2 High Visibility Yellow.

CHAPTER VI

CLASS C, SPECIALTY UNIT UNIFORMS AND MODIFIED PATROL UNIFORMS

A. CLASS C UNIFORM

- 1. Class C uniforms are worn by employees assigned to the following specialty units and officers assigned to patrol who utilize a Load Bearing Vest (LBV):
 - a. Air Support Unit.
 - b. Bike Unit.
 - c. Explosive Ordinance Disposal Unit.
 - d. Field Training Officer – Shadow Officer.
 - e. K9 Unit.
 - f. Marine Unit.
 - g. Prisoner Transport Vehicles or Impact.
 - h. Reserve Officers.
 - i. SWAT.
 - j. Motors.

B. GENERAL AUTHORIZATIONS

- 1. Headwear as described in Class B uniforms is authorized for Class C use. The Class A hat should not be worn in Class C attire unless specifically authorized by the division commander.
- 2. Pins, Merits of Valor, Unit Pins and Emblems are authorized for Class C uniforms as described above in Class A Uniforms.
- 3. Unless otherwise specified, Class B footwear provisions apply to Class C uniforms.
- 4. Class A and Class B nameplate options are authorized for Class C uniforms, screen printed nameplates are not authorized for Class C uniforms, including the LBV.
- 5. Authorization to wear a LBV in patrol does not constitute authorization to wear other Class C uniforms.

C. CLASS C UNIFORM SHIRT

- 1. Shirts shall be LAPD blue shade.
- 2. Shirts shall have the same style patches and rank designations as previously described.
- 3. Shirts can be long or short sleeved. Pockets are not required if the base shirt is worn under an LBV.

D. CLASS C UNIFORM PANT

- 1. Pants shall be LAPD blue shade.



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2. Class B pants may be worn with a Class C uniform.
3. The following units may have an exterior "patch" pocket on the leg for class C wear:
 - a. SWAT.
 - b. K9.
 - c. Impact.

E. PATROL LOAD BEARING VEST (LBV)

1. Navy Blue.
2. Embroidered name plate.
 - a. First initial and last name may be embroidered centered above the top seam of the right pocket on the carrier.
 - b. If an embroidered name plate is not used a metal nameplate shall be worn.
 - c. Embroidery shall be 1/2-inch Helvetica Condensed font.
 - d. Embroidery shall be done in silver thread #0108 for officers and gold thread #0605 for sergeants and above.
3. The LBV carrier shall not be removed in public without authorization from a supervisor.
4. No modifications shall be made to the LBV.
5. Only authorized uniform shirts shall be worn with the LBV.
6. The LBV base shirt is not approved to be worn by itself.
7. The base shirt and carrier shall only be worn with the approved uniform pants.
8. The carrier shall fit above the duty belt and the bottom of the carrier should be sized according to manufacturer's recommendations for proper use.
9. Carrier pockets shall be flat, and non-pleated, with an optional military crease.
10. Body armor shall be worn as directed, to ensure that the warranty is not voided.
11. Body armor shall be worn in compliance with GO 580.05 (Flexible Body Armor).
12. Optional - 1 additional handgun magazine is authorized to be carried on the LBV in an enclosed pouch or sleeve.
13. LBV's may be affixed with a "POLICE" backpatch on the center of the back.
 - a. Patch shall be affixed with Velcro.
 - b. Patch shall say POLICE in 3"x8" letters.
 - (1) POLICE will be reflective white for officers and yellow for sergeants and above.
14. The LBV is authorized for CSO's.
 - a. A CSO LBV shall be affixed with a "COMMUNITY SERVICE OFFICER" backpatch on the center of the back.
 - (1) COMMUNITY SERVICE OFFICER will be reflective white.
 - b. Patch shall be affixed with Velcro.
 - c. Patch shall be 4"x8"

F. AIR SUPPORT UNIT

1. While flying, officers shall wear the specified flight uniform which consists of a flight helmet, flight suit, gloves, footwear, duty belt and flight jacket.
2. Flight Helmet
 - a. Color - Silver or white.
 - b. Flight helmet may be any brand that conforms to U.S. military specifications.
3. Flight Suit
 - a. Color – Navy blue or sage green.
 - (1) The color of the flight suit shall be at the discretion of the unit supervisor.
 - (2) The flight suit shall have a cloth badge affixed over the left breast and a leather name tag over the right breast.
 - b. Flight suits shall be constructed of Nomex material and conform to U.S. military specifications.
4. Gloves



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- a. Color – Navy blue or sage green.
- b. Material – Nomex material that conforms to U.S military specifications.
- 5. Footwear
 - a. Color – Black.
 - b. Material – Black leather.
- 6. Flight jacket.
 - a. Color- Navy blue or brown.
 - b. Conforms to U.S. military specifications.

G. BIKE UNIT

- 1. Officers assigned to the Bike Unit shall wear the following safety equipment:
 - a. Helmet.
 - b. Gloves.
 - c. Eye protection consisting of sunglasses with tinted or clear lenses.
- 2. Officers assigned to the Bike Unit may wear the following additional equipment under the standard bike uniform if it is not visible:
 - a. Padded bike shorts.
 - b. Glove liners.
 - c. Helmet liners.
- 3. The following specialized items may be worn by bike officers:
 - a. Nylon duty belts and accessories.
 - b. Sweaters.
 - c. Rain hood.
- 4. Helmet
 - a. Color- Black with “POLICE” displayed in silver lettering.
 - b. Style - Mountain bike style with a visor.
- 5. Bike Gloves
 - a. Color – Black.
 - b. Style – Padded black Gore-Tex or fingerless padded bike gloves.
- 6. Shirts
 - a. Color – Navy Blue.
 - b. Style – Polo.
 - c. Reflective “POLICE” printed across the back in silver.
 - d. Shoulder patches and no pockets.
 - e. Embroidered with the officer’s last name on the right side of the chest (white for officer and gold for sergeant and above).
- 7. Shorts
 - a. Color – Navy blue.
 - b. Cargo style with side billow pockets.
 - c. Inseam between 7 and 9 ½ inches.
- 8. Spring Weight Pants
 - a. Color – Navy blue.
 - b. Style - shall have ankle zippers, side billow pockets and keepers.
- 9. Winter Weight Pants.
 - a. Color – Black.
 - b. Style – Shall have ankle zippers, side billow pockets and keepers.
- 10. Foul Weather Pants
 - a. Color – Navy Blue.
 - b. Style – Shall have ankle zippers, side billow pockets and keepers.

H. CANINE UNIT

- 1. Current authorized equipment specifications are maintained by the Special Operations



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- lieutenant.
2. The utility uniforms (BDU) are the optional wear at the discretion of the officers.
 - a. Shirts
 - (1) Color – Navy Blue.
 - (2) Required aftermarket alterations – SPD patches and a badge tab on the left chest.
 - (3) An embroidered name tag may be attached, centered above the right breast pocket.
 - (4) An embroidered cloth badge with the badge number may be attached to the left chest.
 - b. Pants
 - (1) Color – Navy Blue.
 - (2) The sap pocket is authorized.
 3. Technical Jumpsuit
 - a. Cold Weather Jumpsuit.
 - (1) Tight weave nylon (waterproof and breathable).
 - (2) Color – Navy blue or black.
 - (3) Shoulder patches should be affixed on both sleeves with the top of the patch ½-inch below the sleeve head seam, and in such a manner that a line bisecting the center of the patch would be perpendicular to the ground when the garment is worn.
 - (4) Officer's first initial and last name should be embroidered 1/8-inch and centered above the uppermost seam of the right breast pocket. The thread shall either be silver (officers) or gold (supervisors).
- I. MARINE UNIT – BOAT UNIFORM
1. Employee's badge and first initial and last name shall be displayed on the outermost garment, to include life jackets or other equipment.
 2. Shirt
 - a. Navy blue collared shirt, similar to class C base shirt.
 - (1) Embroidered badge on left chest.
 - (2) The employee's first initial and last name shall be embroidered in ½-inch letters and centered over the right breast. Embroidery shall be silver for officers and gold for supervisors.
 - (3) The word "POLICE" shall be silkscreened on the back of shirt directly over the rear shoulder in the center. The lettering shall be white or silver, bold and reflective, and 2 ½-inches tall by ¾-inch wide.
 3. Ultraviolet (UV) Protective Shirt
 - a. Light color with long sleeves.
 - b. Made of UV protective material.
 - c. "POLICE" shall be printed on both sleeves in large (2 1/2" by ¾") letters.
 - d. Shirt shall be worn under a life jacket with the employee's name and cloth badge affixed.
 - e. Should be worn while on the water on police equipment (boat or jet ski).
 4. Shirt (Winter Wear) – Class A or B uniform shirt with patches, name, and badge.
 5. Jacket
 - a. Navy blue with shoulder patches and epaulets.
 - (1) Embroidery - Silver for officers and gold for sergeants and above.
 - (a). Embroidered badge over the left chest.
 - (b). First initial and last name embroidered over the right chest.
 6. Shorts



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- a. Color – Dark blue.
 - b. Cargo style with side billow pockets.
 - c. Inseam between 7 and 9-½ inches.
- 7. Pants
 - a. Color – Dark blue.
 - b. Class B or C pants, to include class C “Stryke” pants are authorized.
- J. RESERVE OFFICERS
 - 1. Reserve Badges
 - a. Material – Metal
 - b. Color - Silver
 - c. Style - Same as, or equal to, Ed Jones Company.
 - (1) Model 638
 - 2. Reserve Badge Lettering
 - a. Reserve Officers – "SACRAMENTO" in arc at top, 1/4-inch, block, black enamel; "POLICE" in arc at bottom and numerals in center, both 5/16-inch, block, black enamel; "RESERVE" in ribbon on top, 1/8-inch (white metal).
- K. SWAT
 - 1. Current authorized equipment specifications are maintained by the SWAT commander.
 - 2. Shirts – Long or short sleeve.
 - a. Zipper front, tactical combat shirt with no pockets.
 - b. Color – Dark Navy.
 - c. Embroidery
 - (1) Right chest - Officer last name.
 - (2) Left chest – Subdued U.S. flag. “SWAT” embroidered just below flag.
 - d. Patches
 - (1) Subdued or standard SPD patches depending on mission or assignment.
 - (2) Velcro or sown on each shoulder.
 - (3) Applies to jackets listed below.
 - 3. Pants
 - a. Tactical combat pants.
 - b. Color – Dark navy.
 - 4. Ballistic Helmet
 - a. Black, threat level IIIA or IV.
 - b. Chin strap.
 - 5. Ballistic Entry Vest
 - a. Color - Black.
 - b. Threat level IIIA, upgradeable to level IV with plate insert.
 - c. Modular design, with removable shoulder, neck, and groin protection.
 - 6. Head Gear
 - a. Worn under ballistic helmet.
 - b. Balaclava – Nomex material.
 - (1) Color – Black or grey.
 - c. Cold Weather Cap
 - (1) Color – Black or grey.
 - 7. Gloves
 - a. Material – Leather.
 - 8. Jackets
 - a. Zipper front with inside liner and hood.
 - b. Color – Black or navy blue.
 - 9. Rain Jackets



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- a. Multi pocket, short jacket with hood.
 - b. Material – Gore-Tex.
 - c. Color – Black or navy blue.
10. Rain Pants
- a. Pull over with no pockets or alterations.
 - b. Material – Gore-Tex.
 - c. Color – Solid blue or black.

L. MOTORCYCLE UNIFORM AND EQUIPMENT

1. Current authorized equipment specifications are maintained by the Traffic Unit commander.
2. General
 - a. When operating their motorcycles officers shall wear:
 - (1) Safety equipment that has been authorized by the department.
 - (2) The authorized motorcycle helmet with the chin strap always fastened.
 - (3) Eye protective devices.
 - b. Officers shall have in their possession a current California Driver's license that is valid for both class "C" and class "M" vehicles.
 - c. When operating their motorcycles, officers may wear authorized yellow rainwear at their discretion and authorized summer or winter gloves.
 - d. Motor uniforms shall be worn with like colors and materials.
 - e. Motorcycle officers shall be issued the following:
 - (1) Motorcycle gloves.
 - (2) One pair of motorcycle breeches.
 - (3) Motorcycle helmet.
 - (4) Motorcycle eye protective devices.
 - (5) Motorcycle air mesh jacket.
 - (6) Motorcycle air mesh pants.
 - (7) Rain jackets and pants.
 - (8) Over ankle motor boots. Similar in style to Danner Acadia boots.
 - (9) Black "Dehner" brand tall motor boots.
3. Traditional Motor Uniform
 - a. Class A
 - (1) Long sleeve uniform shirt, LAPD blue shade.
 - (2) Motor breeches: "Sinatra" brand.
 - (3) Bowtie.
 - (4) Black, Dehner brand, tall motor boots.
 - (5) IKE jacket: "Sinatra" brand. At the discretion of the division commander.
 - (6) Equipment belt as described in Chapter IV.
 - b. Class B
 - (1) Long or short-sleeved uniform shirt, LAPD blue shade.
 - (2) Motor breeches
 - (3) Black, Dehner brand, tall motor boots.
 - (4) Equipment belt as described in Chapter II.
4. Air Mesh Motor Uniform
 - a. Shirt – Long or short sleeved.
 - (1) Uniform shirt with patches, badge tab and nameplate or embroidered name as described in Class B Uniforms.
 - (2) Color – Black.
 - b. Pants
 - (1) Shall have a 1-inch-wide reflective stripe from the knee to the ankle on the



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- outer part of the leg.
- (2) Model - Motosport air mesh pant with liner.
- (3) Material – Abrasion resistant mesh fabric front and back.
- (4) Color – Black.
- c. Equipment belt as described in Chapter II.
- d. LBV (Optional) as described in Chapter VI.
 - (1) Color – Black.
- e. Motorcycle Boots
 - (1) Motorcycle Boots – Danner Acadia model boots or equivalent shall be worn with the air mesh pants.
- 5. Motor Class C Uniform
 - a. Shirt – Long or short sleeved.
 - (1) Utility style with patches, badge tab and nameplate or embroidered name as described in Class B Uniforms.
 - (2) Color – Black.
 - b. Pants
 - (1) Utility style to match the shirt.
 - (2) Color – Black.
 - (3) The SAP pocket option is authorized.
 - c. Equipment belt as described in Chapter II.
 - d. LBV (Optional) as described in Chapter VI.
 - (1) Color – Black.
 - e. Motorcycle Boots – Danner Acadia model boots or equivalent.
- 6. Motorcycle Helmet
 - a. Shall have a built-in radio microphone.
 - b. The band and side buttons shall be either silver for officers or gold for sergeants and above.
 - c. Shall have the department metal emblem attached. The emblems shall be either silver for officers or gold for sergeants and above.
 - d. When the helmet is worn, all leather parts facing outward shall be finished in black.
 - e. Material – Bonder fiberglass construction.
 - f. The “shell” shall:
 - (1) Be finished in two colors, black and white, with durable high gloss finish.
 - (2) Have a strong, tough exterior shell to deflect blows, resists penetration, and spread the force of impact.
 - (3) Have energy-absorbing and face-attenuating liner within the shell.
 - (4) Have a suspension system within the liner to accommodate and position the helmet properly on the head.
 - (5) Have a visor, departmental buttons and a chin strap.
 - g. Chin Strap
 - (1) Material – The chin strap shall be silver in color for officers and gold in color for sergeants and above.
 - (2) The style shall be expansion snake type, 1/2 inch wide and 11 inches long, overall. The eyelets shall be placed at each end to accept a 22-1/2-inch visor aligned with the departmental button.
- 7. Motorcycle Gloves
 - a. Summer – Shall be made of good quality black leather and lined in fabric.
 - b. Winter – May be a mitten style glove that is lined with suitable material to insulate against cold weather.
 - c. The gloves shall allow wearer to retain dexterity, freedom of hand movement,



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- and not prohibit the wearer from using a firearm or other equipment.
8. Motor Baseball Hat
 - a. Color – Black
 - b. Style – Same specifications listed in Chapter V.
 - c. Embroidery
 - (1) The front of the baseball hat shall have the Motor Wing logo with silver and black stitching.
 - (2) The stitching shall be 2.4-inches tall and 2.3-inches wide.
 - (3) The words "SPD MOTORS" shall be embroidered in lettering that is 3/8-inch in height. Silver lettering for officers and gold lettering for sergeants and above.
 - (4) The wings shall go below "SPD" and above "Motors", so they are in the middle.
 - (5) The back of the baseball cap shall have the officer's last name embroidered silver lettering (gold for sergeants and above) that is 1/2 -inch in height.
 - d. Worn outdoors only, with the logo facing forward and be free from pins or other items.
 - e. Only be worn during warm weather for sun protection while operating the motorcycle.
 - f. Not be worn with Class A uniform or used as a substitute for cold weather hat.
 9. Motorcycle Jacket
 - a. Material – Kevlar.
 - b. Color – Black.
 - c. Fastening – Heavy-weight luggage "Talon" vertical zipper.
 - d. Pockets – Handwarmer pockets without cover flap.
 - e. Lining – First quality, black in color.
 - f. The jacket shall have a reflective strip horizontal across the back shoulder area and vertical along the outside length of the arms.
 10. Whistle Chain
 - a. Color – Silver for officer, gold for sergeants and above.
 - b. The chain shall be worn attached to the button on the right-side epaulet, with the whistle in the right-shirt pocket.

CHAPTER VII **NON-UNIFORMED ATTIRE (ON DUTY SWORN PERSONNEL)**

A. NON-UNIFORMED ATTIRE

1. Non-uniformed clothing for on-duty sworn personnel shall be conservative and contemporary business attire.
2. Appropriate civilian attire may be worn when an employee is unable to wear the required uniform due to a medical condition (pregnant, wearing a cast, modified duty, etc.) for the duration of the medical condition. Any modifications to appropriate civilian attire shall be approved by the employee's immediate supervisor.
3. Specialized clothing for specific assignments or positions may be worn with approval of the employee's division commander.
4. Vests with patches or placards - commonly referred to as a "Raid Vest", shall be kept readily available for any joint-operations with department uniformed personnel or outside agencies when it is necessary for them to be identifiable as law enforcement.
 - a. Vests shall have at minimum a badge and department patch clearly displayed.
5. Employees in civilian attire shall wear clean, well-fitted clothes that are appropriate for work.
6. At the discretion of the employee's supervisor, sworn employees in civilian attire may



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wear athletic shoes when they are relevant in the performance of job-related duties and if they do not conflict with safety regulations.

7. Employees assigned to administrative positions shall have the option of wearing dress shirts with business suits, or sport jackets and slacks.
8. Neckties, if applicable, shall be worn at all functions which dictate the wearing of ties, (i.e., awards luncheons, court, funerals, etc.) or at the direction of the division commander.

B. BUSINESS CASUAL

1. At the direction of the division commander, employees may wear business casual attire. Questions about the appropriateness of attire should be directed to the employee's immediate supervisor.
2. Business casual attire shall be clean and wrinkle-free, and is defined as but not limited to:
 - a. Dress or Dockers style pants with belt or a skirt or dress.
 - b. Collared shirt – Polo or button down, tailored shirts or blouses.
 - c. Dress shoes or loafer with appropriate socks, or closed toe shoes.

C. REQUIRED EQUIPMENT

1. Sworn employees in civilian attire shall wear the following equipment:
 - a. Handgun (fully loaded with department-issued ammunition).
 - b. Plainclothes duty holster.
 - (1) The holster shall be the same as or equal to the holster issued by the department.
 - (2) Cross-draw holsters shall not be worn at any time while on duty.
 - (3) Ankle, leg, or shoulder holsters may only be worn with written permission from the employee's office chief.
 - c. Department badge or detective shield.
 - (1) Gold shields shall be issued to all detectives and supervisors assigned to the OOI.
 - (2) The seven-point star badge shall be retained to be worn with the police uniform.
 - (3) While on duty, officers shall carry either the department issued seven-star badge, or the department issued detective shield.
2. Sworn employees in civilian attire shall wear any additional equipment or supplies as required.

CHAPTER VIII **PROFESSIONAL STAFF UNIFORM PROVISIONS**

A. GENERAL PROVISIONS

1. The following personnel may be required to wear a uniform per this manual and applicable labor agreements:
 - a. Dispatcher III and above and Records Supervisor and above.
 - b. Dispatchers I and II and Record Specialist I, II and III.
 - c. All non-probationary Records Division personnel.
 - d. Forensic Investigators – Field assignments.
 - e. Police facility personnel.
 - f. Volunteers in Police Service (VIPS).
 - g. All other civilian personnel not listed above are not required to wear a uniform but shall wear suitable civilian attire.



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2. Class A and Class B uniform specifications follow the same as those listed in Chapters IV and V.
3. The display of award pins and emblems follow the specifications listed in Chapter IV.
4. Employees shall wear their uniform when directed by the division commander.
5. Appropriate civilian attire may be worn.
6. Appropriate civilian attire may be worn for VIPs working in administrative positions that do not require a uniform.
7. Management staff may allow employees to wear appropriate civilian attire when it meets the needs of the department or as outlined in their division directive.
8. The division supervisor may authorize deviations to standards for appropriate holiday wear.

B. CRIME SCENE INVESTIGATION (CSI) UNIFORM

1. CSI Shirt
 - a. Color – Navy Blue, shade 011.
 - b. Embroidery
 - (1) Employee's first initial and last name shall be embroidered on the approved uniform shirt.
 - (2) The embroidery shall be a 1/2-inch Helvetica condensed font.
 - (3) The color of thread shall be gold thread #0605 for supervisors and silver thread #0108 for other CSI personnel.
 - c. SPD patches with a "Forensics" rocker underneath shall be placed on each shoulder.
 - (1) Employees with existing SPD Forensics patches may continue to wear these.
 - d. Back Patch – Black, 6-inch by 10-inch patch with the words "CSI" embroidered in gold shall be affixed to the center of the backside of the uniform shirt.
 - e. Service stripes shall be worn as described in Chapter III.
2. CSI Vest Carrier (Optional)
 - a. Shall conform to the standards of authorized items in the appendix.
 - b. An approved shirt shall be worn under the carrier.
3. CSI Pants
 - a. Color – Navy Blue, shade 011.
 - b. Length – Shall be ½-inch above the bottom of the sole of the shoe, while standing at attention.
 - c. Optional – Button on the rear pockets and back sap pockets.
 - d. Optional – Interior side pocket with invisible zipper.
4. CSI Jacket
 - a. Color – Navy blue.
 - b. Shoulder Patches – SPD patches with a "Forensics" rocker underneath.
 - c. Back Patch – Black 6 inch by 10-inch patch with the words "CSI" embroidered in gold shall be affixed to the center of the backside of the jacket.
 - d. Jacket may have fluorescent VizTech coating on the reverse side. ANSI 107-2004 Class 3 conspicuity compliant.
5. Head Gear
 - a. CSI are authorized to wear the same headwear as sworn personnel. For approved specifications please refer to Chapter V – Class B.
6. CSI Footwear



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- a. Shoes or boots and socks shall always be worn when in uniform unless extenuating circumstances arise.
 - (1) Boots or an optional sports-style shoe or boot shall be worn.
 - (2) Black in color.
 - (3) Logos or designs must be subdued and black in color.
 - (4) Designed for police/tactical wear or those described as tactical/police.
 - (5) Shall have a toe cap consisting of plastic, rubber, leather, or other hardened material that covers the top of the toes.
 - (6) Socks, if visible, shall be black in color.
 - (7) Laces shall be black in color.
 - (8) Footwear shall be kept in good condition, clean and polished to a low luster when worn with uniform.
- 7. CSI Pin
 - a. 1/2-inch letters "CSI".
 - b. Color – Gold color for supervisors, and silver color for all other CSI personnel.
 - c. CSI pins shall be worn, centered 1/2-inch above the right pocket flap.
- 8. CSI Badge
 - a. Model – Sun Badge Company, model S121.
 - b. Color – Gold for supervisors or silver for other CSI personnel.
 - c. Engraving – "FORENSICS" shall be engraved at the top of the star of the rank ribbon, with a full color City of Sacramento seal. A ribbon at the bottom of the star shall be engraved with the employee's badge number. The word "SACRAMENTO" shall be above the City seal, and "POLICE DEPARTMENT" shall be below/around the city seal. The badge shall have black enamel lettering, in Roman font. The star is approximately 2-inches from star point to the other.
- 9. Supervisors may wear civilian attire as determined by the division captain.
- C. EVIDENCE AND PROPERTY (EPS)
 - 1. General Provisions
 - a. All employees of the Evidence and Property Section shall wear the issued uniform or business casual attire while on duty in a public facing assignment.
 - b. The uniform is optional at the discretion of the division captain.
 - 2. Uniform Pants
 - a. Color –Black, grey, khaki or navy blue.
 - b. BDU style with beltloops and exterior leg pockets.
 - 3. Polo Shirts
 - a. Color – Black, gray or navy.
 - (1) Red can be worn if assigned to armory duties.
 - b. Embroidery
 - (1) Approved logo on left breast – Seven-point star with "Evidence and Property" centered with the star.
 - (2) Employee's first initial and last name on the right breast.
 - c. Black, navy blue, and red polo shirts: The lettering for "Evidence and Property" shall be done in silver thread. The star shall be outlined and filled in with silver thread. The lettering and the building on the star should be done in black thread.
 - d. Gray polo shirt: The lettering for "Evidence and Property" shall be done in black thread. The star shall be outlined in black thread and filled in with silver thread or the



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star can be outlined and filled in with black thread. The lettering and the building on the star shall be done in silver thread.

4. Belt – Black leather basketweave.
5. Footwear
 - a. Color – Black
 - b. Style – Foot shall be fully encased by the shoe and has a heel or heel strap that retains the shoe on the foot during normal activity during the workday.
 - c. Safety shoes (Steel or Composite toe) are not required but are recommended.
 - (1) To qualify for city reimbursement of the purchase price, the shoes must be ANSI complaint and contain either steel or composite toe.
 - (2) All employees that are reimbursed for the cost of safety shoes will be required to wear those shoes as part of their uniform.
6. Emblems and Pins
 - a. Employees shall wear only approved emblems that are authorized for wear on a uniform shirt, sweater, or vest.
 - b. Department personnel shall be limited to wearing two emblems or pins and a United States flag pin.
 - c. When worn, the flag pin shall be the uppermost emblem centered above the name and worn 1/2-inch above any other emblem or pin.
 - d. No pin shall be worn in a manner that would create a safety hazard.

D. RECORDS

1. Uniform Shirt
 - a. General Specifications
 - (1) The shirt shall be worn with shoulder patches.
 - (2) All buttons except for the collar button shall be buttoned.
 - (3) When a necktie is worn, with a long-sleeved shirt, the collar button shall be buttoned.
 - (4) Short sleeve shirts shall have 9-inch sleeves.
 - b. Approved Specifications (Long Sleeve and Short Sleeve)
 - (1) Color – Medium Blue
 - (2) Sewn in military creases, front zipper, and hook and loop pocket closures are optional.
 - c. Shoulder Patches shall be worn as described in Chapter I, General Provisions.
 - d. Service stripes shall be worn as described in Chapter III.
2. Necktie
 - a. The approved necktie shall be worn with the Class A Uniform and as directed by the COP or their designee.
 - b. Material – Polyester blend, or wool blend.
 - c. Color – Navy blue.
 - d. Style – Clip-on, four-in-hand type necktie, with a maximum of a 3-inch width.
3. Tie Bars
 - a. The approved tie bar shall be worn with the tie.
 - b. Material
 - (1) Plain silver color metal for Records Specialist I, II and III.
 - (2) Plain gold color metal for Records Supervisor and above.
 - c. Style – Clamp-type back and plain bar front without designs and appendages.
 - d. Size – 5/16-inch wide by 2-inches long.



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4. Sweaters (Optional)
 - a. Color – Navy blue, solid color.
 - b. Fabric – Polyester blend, acrylic.
 - c. Style – V-neck, long sleeve or no sleeve, smooth knit, free of design, no collar. Pockets are optional.
 - d. Buttons – Matching navy blue.
5. Uniform Pants
 - a. Material – Polyester, polyester blend, wool, or wool blend.
 - b. Color – LAPD blue shade.
 - c. Optional – Button rear pockets, back sap pockets.
 - d. Uniform pants shall have belt loops.
6. Skirt
 - a. Skirts – shall conform to the standards of authorized items in the appendix.
 - b. The length may be no longer than mid-calf nor shorter than mid-knee.
 - c. Zippers shall be centered in back.
 - d. Pockets are optional.
 - e. Uniform skirts shall have belt loops.
7. Dress Belt
 - a. The authorized dress belt shall be worn with the pants while in uniform.
 - b. The 1 1/2-inch dress belt shall be constructed with standard buckle in brass for supervisors and above, and chrome for all other employees, or a hook and loop closure. There shall be five adjustment holes aligned with the buckle. The belt shall be basket weave stamped and finished in black leather when complete.
8. Footwear
 - a. Socks and Hosiery:
 - (1) Socks, if visible, shall be black in color.
 - (2) Hosiery, if worn, shall either be taupe, off black, or natural tone in color.
 - (3) Authorized boots or shoes - Black, closed toe and heel, free of unnecessary ornament and may either be oxford, loafer, pump, buckle, or lace style.
 - (4) Heels of boots or shoes shall be no taller than 3 inches
 - b. Sport Shoe (Optional):
 - (1) Black plain toe, with no design and have a black soft upper, soft sole and heel.
 - (2) When worn with the uniform, optional footwear shall be clean and polished to a low luster.
 - (3) The optional footwear shall not be worn for inspections, or other formal occasions, such as banquets, funerals, promotional ceremonies or parades.
9. Name Plate
 - a. The approved name plate shall be worn on the uniform shirt and centered ¼-inch below the top seam on the right pocket flap. The metal nameplate shall not be worn on an embroidered uniform (See Chapter I, General Provisions for an example).
 - b. Color:
 - (1) Silver –Records Specialist I, II and III.
 - (2) Gold –Records Supervisor above.



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- c. Lettering
 - (1) The letters shall be block-type single letters, engraved deep in the metal, and filled with black enamel.
 - (2) Name on plate consists of no more than 13 letters, including spacing. The name plate shall include the employee's first initial, last name, or first and last name, for example, J. Doe, John Doe.
- 10. Badge
 - a. Color – Hard Blue.
 - b. Material:
 - (1) Silver/high chrome - Record Specialist I, II and III.
 - (2) Yellow/gold Permatone - Records Supervisor and above.
 - c. Style – Seven-point star; Ed Jones Company style #727C, or equivalent. The badge shall be equipped with a safety catch.
 - d. Engraving:
 - (1) The word "RECORDS" shall be engraved on the top ribbon. The word "SACRAMENTO" shall be engraved over the permanent public safety seal with the blue background. The center public safety seal is a tri-emblem showing gold flame (left), handcuffs (right), and EMT (bottom) symbols on blue background.
 - (2) The words "POLICE DEPT." shall be engraved below the seal.
 - (3) Records Specialist I, II and III shall have the badge number at the bottom point of the star.
 - (4) Records Supervisor and above shall have a bottom ribbon on the badge instead of a badge number. The bottom ribbon shall be engraved based on the employee's title. "Supervisor" for Police Records supervisor and above.
- 11. Emblems and Pins
 - a. Employees shall wear only approved emblems that are authorized for wear on a uniform shirt, sweater, or vest.
 - b. Employees shall be limited to wearing two emblems or pins and a United States flag pin.
 - c. When worn, the flag pin shall be the uppermost emblem centered above the right pocket and worn ½-inch above any other emblem or pin.
 - d. When worn, the Longevity pin, shall be worn centered ½-inch above the name plate.
 - (1) Employees wearing a Longevity pin shall wear the pins side by side the DSA pin to the center of the shirt, and centered ½-inch above the name tag.
 - e. A star shall be designated on each pin for additional for awards. For example, two Unit Citations would be identified by a bar with a centered star.
 - f. The following emblems and pin are authorized to wear:
 - (1) Longevity pin.
 - (2) Flag pin.
 - (3) Peer Support pin – Members of peer support only.
 - (a) Silver color for Records Assistant I, II and III.
 - (b) Gold color for Records Supervisor or above.
- 12. Records Traditional Uniforms
 - a. Class A Uniform (Long Sleeve Shirt with Tie) shall be worn:
 - (1) As directed by the COP or their designee.
 - (2) At formal events such as graduations, award ceremonies, funerals, etc.



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- b. Class B Uniform (Long or Short Sleeve Shirt Without Tie) shall only be worn for:
 - (1) Daily work duties or informal events (community meetings, neighborhood events, informal presentations, etc.).
 - c. Uniforms can be of wool, wool blend or polyester materials, including 100% polyester “wash and wear” styles.
 - d. Uniform Shirt Specifications
 - (1) Medium blue.
 - (2) Pockets shall be non-pleated.
 - (3) Optional – Sewn-in military creases, front zipper, and Velcro pocket closures.
 - e. Uniform Pant Specifications
 - (1) Pants shall be LAPD blue shade.
 - (2) Length – Shall be ½-inch above the bottom of the sole of the shoe, while standing at attention.
 - (3) Optional – Button on the rear pockets and back sap pockets.
 - (4) Optional – Interior side pocket with invisible zipper.
13. Records Class C Uniform
- a. Class C uniforms may be worn for daily work wear or as designated by the shift supervisor.
 - b. Employees must have a Class B uniform available at all times. The Class B uniform may be requested if a supervisor determines a Class C uniform is not deemed appropriate for the duties of the day or if the Class C uniform that is being worn is identified to be outside of this manual.
 - c. Polo Style Shirt (Long or Short Sleeve)
 - (1) All polo style shirts shall have a soft, unstructured collar and quarter length placket with 1-4 buttons.
 - (2) The shirt may be worn tucked or untucked.
 - (3) Untucked shirts must extend at least two inches below the top of the belt line and not below mid-thigh.
 - (4) Approved colors are black, dark navy, and grey.
 - (5) Shirts must have an approved SPD logo embroidered on the left chest.
 - (6) Any other logo must be approved by Records management prior to daily wear.
 - (7) The wording below the logo shall read RECORDS.
 - (a) Silver color for Records Specialist I, II and III.
 - (b) Gold color for Records Supervisor or above.
 - d. Pants
 - (1) Tactical pants with concealed or overt zippered side pockets.
 - (2) Docker type or dress pants with the following styles:
 - (a) Boot cut.
 - (b) Skinny.
 - (c) Straight leg.
 - (d) Wide leg.
 - (3) Approved colors are black, grey, khaki or navy blue.
 - e. Shoes
 - (1) Tennis shoes, either lace up or slip on, shall be primarily black, white or navy.
 - (2) Dress shoes that are black, brown or navy.
 - (3) Black uniform boots.
 - (4) Shoes shall be free of designs and ornamentation unless part of the shoes’ logo.
 - (5) All shoes must be closed toe and completely cover the back of the heel.
 - f. Outerwear



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- (1) Only approved styles and colors of outerwear may be worn.
- (2) Outerwear may be black, grey, or navy blue.
- (3) The following types of outerwear are approved:
 - (a) Fleece - Microfleece, ½ or ¼ zip pullover.
 - (b) Jacket - Active soft-shell jacket or Charger style jacket with a full zipper, no hood and no ornamentation.
 - (c) "V" neck sweater or cardigan:
 - i. Wide sleeve or unisex V-Neck cotton sweater with long sleeves.
 - ii. Button down or pocket cardigan.
- (4) If the outwear does not have an approved SPD logo on it, a class C polo shirt with the appropriate logo must be worn underneath.

E. COMMUNICATIONS

1. Uniform Shirt

a. General Specifications

- (1) The shirt shall be worn with shoulder patches.
- (2) All buttons except for the collar button shall be buttoned.
- (3) When a necktie is worn with a long-sleeved shirt, the collar button shall be buttoned.
- (4) Short sleeve shirts shall have 9-inch sleeves.

b. Approved Specifications (Long Sleeve and Short Sleeve).

- (1) Color – Medium Blue
- (2) Sewn in military creases, front zipper, and hook and loop pocket closures are optional.

c. Shoulder Patches shall be worn as described in Chapter I, General Provisions.

d. Service stripes shall be worn as described in Chapter III.

2. Necktie

- a. The approved necktie shall be worn with the Class A Uniform and as directed by the COP or their designee.
- b. Material – Polyester blend, or wool blend
- c. Color – Navy blue
- d. Style – Clip-on four-in-hand type necktie, with a maximum of a 3-inch width.

3. Tie Bars

- a. The approved tie bar shall be worn with the tie.
- b. Material
 - (1) Plain silver color for Dispatcher I and II.
 - (2) Plain gold color for Dispatcher III and above.
- c. Style – Clamp-type back and plain bar front without designs and appendages.
- d. Size – 5/16-inch wide by 2-inches long.

4. Sweaters (Optional)

- a. Color – Navy blue, solid color.
- b. Fabric – Polyester blend, acrylic.
- c. Style – V-neck, long sleeve or no sleeve, smooth knit, free of design, no collar. Pockets are optional.
- d. Buttons – Matching dark blue.

5. Uniform Pants

- a. Material – Polyester, polyester blend, wool, or wool blend.
- b. Color – LAPD blue shade.



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- c. Optional – Button rear pockets, back sap pockets.
- d. Uniform pants shall have belt loops.
- 6. Skirt
 - a. Skirts –shall conform to the standards of authorized items in the appendix.
 - b. The length may be no longer than mid-calf nor shorter than mid-knee.
 - c. Zippers shall be centered in back.
 - d. Pockets are optional.
 - e. Uniform skirts shall have belt loops.
- 7. Dress Belt
 - a. The authorized dress belt shall be worn with the pants while in uniform.
 - b. The 1 1/2-inch dress belt shall be constructed with standard buckle in gold color for supervisors and above, silver color for all other employees, or a hook and loop closure. There shall be five adjustment holes aligned with the buckle. The belt shall be basket stamped and finished in black leather when complete.
- 8. Footwear
 - a. Socks/Hoses:
 - (1) Socks, if visible, shall be black in color.
 - (2) Hosiery, if worn, shall either be taupe, off-black, or natural tone in color.
 - (3) Authorized boots or shoes - Black, closed toe and heel, free of unnecessary ornament and may either be oxford, loafer, pump, buckle, or lace style.
 - (4) Heels of boots or shoes shall be no taller than 3-inches.
 - b. Sport Shoe (Optional):
 - (1) Black plain toe, with no design and have a black soft upper, soft sole and heel.
 - (2) When worn with the uniform, optional footwear shall be clean and polished to a low luster.
 - (3) The optional footwear shall not be worn for inspections, or other formal occasions, such as banquets, funerals, promotional ceremonies or parades.
- 9. Name Plate
 - a. The approved name plate shall be worn on the uniform shirt and centered 1/4- inch below the top seam on the right pocket flap. The metal nameplate shall not be worn on an embroidered uniform (See Chapter I, General Provisions for an example).
 - b. Color:
 - (1) Silver – Dispatcher I and II.
 - (2) Gold – Dispatcher III and above.
 - c. Lettering
 - (1) The letters shall be block type single letters, engraved deep in the metal, and filled with black enamel.
 - (2) Name on plate to consist of no more than 13 letters, including spacing. The name plate shall include the employee's first initial, last name, or first and last name. For example, J. Doe, John Doe.
- 10. Badge
 - a. Color – Hard Blue.
 - b. Material:



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- (1) Silver/high chrome - Dispatcher I and II.
 - (2) Yellow/gold Permatone - Dispatcher III and above.
 - c. Style – Seven-point star; Ed Jones Company style #727C, or equivalent. The badge shall be equipped with a safety catch.
 - d. Engraving:
 - (1) The word "COMMUNICATIONS " shall be engraved on the top ribbon as appropriate. The word "SACRAMENTO" shall be engraved over the permanent public safety seal with the blue background. The center public safety seal is a tri-emblem showing gold flame (left), handcuffs (right), and EMT (bottom) symbols on blue background.
 - (2) The words "POLICE DEPT." shall be engraved below the seal.
 - (3) Dispatcher I and II, shall have the badge number at the bottom point of the star.
 - (4) Dispatcher III and above shall have a bottom ribbon on the badge instead of a badge number. The bottom ribbon shall be engraved based on the employee's title. "Dispatcher III" for Dispatcher III. "Supervisor" for supervising dispatcher. "Assistant Manager" for assistant Public Safety Communications manager.
- 11. Emblems and Pins
 - a. Employees shall wear only approved emblems that are authorized for wear on a uniform shirt, sweater, or vest.
 - b. Employees shall be limited to wearing two emblems or pins and a United States flag pin.
 - c. When worn, the flag pin shall be the uppermost emblem centered above the right pocket and worn ½-inch above any other emblem or pin.
 - d. When worn, the Longevity pin, shall be worn centered ½-inch above the name plate.
 - (1) Employees wearing a Longevity pin shall wear the pins side by side the DSA pin to the center of the shirt, and centered ½-inch above the name tag.
 - e. A star shall be designated on each pin for additional for awards. For example, two Unit Citations would be identified by a bar with a centered star.
 - f. The following emblems and pin are authorized to wear:
 - (1) Longevity pin.
 - (2) Flag pin.
 - (3) CTO pin.
 - (4) 911 Communications.
 - (5) Peer Support pin – Members of peer support only.
 - (a) Silver color for Dispatcher I and II.
 - (b) Gold color for Dispatcher III and above.
- 12. Communications Traditional Uniforms
 - e. Class A Uniform (Long Sleeve Shirt with Tie) shall be worn:
 - (1) As directed by the COP or their designee.
 - (2) At formal events such as graduations, award ceremonies, funerals, etc.
 - f. Class B Uniform (Long or Short Sleeve Shirt Without Tie) shall only be worn for:
 - (1) Daily work duties or informal events (community meetings, neighborhood events, informal presentations, etc.).



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- g. Uniforms can be of wool, wool blend or polyester materials, including 100% polyester “wash and wear” styles.
- h. Uniform Shirt Specifications
 - (1) Medium blue.
 - (2) Pockets shall be non-pleated.
 - (3) Optional – Sewn-in military creases, front zipper, and Velcro pocket closures.
- e. Uniform Pant Specifications
 - (1) Pants shall be LAPD blue shade.
 - (2) Length – Shall be ½-inch above the bottom of the sole of the shoe, while standing at attention.
 - (3) Optional – Button on the rear pockets and back sap pockets.
 - (4) Optional – Interior side pocket with invisible zipper.
- 13. Communications Class C Uniform
 - a. Class C uniforms may be worn for daily work wear or as designated by the shift supervisor.
 - b. Employees must have a Class B uniform available at all times. The Class B uniform may be requested if a supervisor determines a Class C uniform is not deemed appropriate for the duties of the day or if the Class C uniform that is being worn is identified to be outside of this manual.
 - c. Polo Style Shirt (Long or Short Sleeve)
 - (1) All polo style shirts shall have a soft, unstructured collar and quarter length placket with 1-4 buttons.
 - (2) The polo shirt may be worn tucked or untucked.
 - (3) Untucked shirts must extend at least two inches below the top of the belt line and not below mid-thigh
 - (4) Approved colors are black, dark navy, and grey.
 - (5) Shirts must have the approved logo embroidered on the left chest.
 - (6) Any other logo must be approved by Communications management prior to daily wear.
 - (7) The wording below the logo shall read DISPATCHER or SUPERVISOR depending on the classification.
 - d. Pants
 - (1) Tactical pants with concealed or overt zippered side pockets.
 - (2) Docker or dress pants with the following styles:
 - (a) Boot cut.
 - (b) Skinny.
 - © Straight leg.
 - (d) Wide leg.
 - (3) Approved colors are black, grey, khaki or navy blue.
 - e. Shoes
 - (1) Tennis shoes, either lace up or slip on, shall be primarily black, white or navy.
 - (2) Dress shoes that are black, brown or navy.
 - (3) Black uniform boots.
 - (4) Shoes shall be free of designs and ornamentation unless part of the shoes’ logo.
 - (5) All shoes must be closed toe and completely cover the back of the heel.
 - f. Outerwear
 - (1) Only approved styles and colors of outerwear may be worn.
 - (2) Outerwear may be black, grey, or navy blue.
 - (3) The following types of outerwear are approved:
 - (a) Fleece - Microfleece, ½ or ¼ zip pullover.



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- (b) Jacket - Active soft-shell jacket or Charger style jacket with a full zipper, no hood and no ornamentation.
 - (c) "V" neck sweater or cardigan:
 - i. Wide sleeve or unisex V-Neck cotton sweater with long sleeves.
 - ii. Button down or pocket cardigan.
 - (4) If the outerwear does not have an approved Communications logo on it, a class C polo shirt with the appropriate logo must be worn underneath.
14. Communications Approved Logos



F. VOLUNTEERS IN POLICE SERVICE (VIPS)

- 1. Uniform Shirt
 - a. General Specifications
 - (1) The shirt shall be worn with shoulder patches and insignia of rank when applicable.
 - (2) All buttons except for the collar button shall be buttoned. When a necktie is worn, the collar button shall be buttoned.
 - (3) Short sleeve shirt shall have 9-inch sleeves.
 - b. Approved Specifications (Long Sleeve and Short Sleeve).
 - (1) Color – White.
 - (2) Sewn in military creases, front zipper, and hook and loop pocket closures are optional.
 - (3) VIPS shirts shall have the miniature police shield (3 1/8-inch x 2 1/2-inch) patch, or the assigned badge directly over the left breast pocket of the garment.
 - (4) VIPS shirts shall have "Volunteer" in gold stitching, centered directly over the left breast pocket and below the miniature police shield or badge on the garment.
 - c. Shoulder Patches shall be worn as described in Chapter I, General Provisions.
- 2. Necktie
 - a. The approved necktie shall be worn with the Class A Uniform and as directed by the COP or their designee.
 - b. Material – Polyester blend, or wool blend.
 - c. Color – Dark blue.
 - d. Style – Clip-on four-in-hand type necktie, with a maximum of a 3-inch width.
- 3. Tie Bars
 - a. The approved tie bar shall be worn with the tie.



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- b. Material - Plain silver.
 - c. Style – Clamp-type back and plain bar front without designs and appendages.
 - d. Size – 5/16-inch wide by 2-inches long.
- 4. Uniform Pants
 - a. Material – Polyester, polyester blend, wool, or wool blend.
 - b. Color – LAPD blue shade.
 - c. Optional – Button rear pockets, back sap pockets.
 - d. Uniform pants shall have belt loops.
- 5. Dress Belt
 - a. The authorized dress belt shall be worn with the pants while in uniform.
 - b. The 1 ½-inch dress belt shall be constructed with standard buckle in brass for supervisors and above, chrome for all other employees, or a hook and loop closure. There shall be five adjustment holes aligned with the buckle. The belt shall be basket stamped and finished in black leather when complete.
- 6. Footwear
 - a. Socks/Hoses:
 - (1) Socks, if visible, shall be black in color.
 - (2) Hosiery, if worn, shall either be taupe, off-black, or natural tone in color.
 - (3) Authorized boots/shoes – Black, closed toe and heel, free of unnecessary ornament and may either be oxford, loafer, pump, buckle, or lace style.
 - b. Heels of boots/shoes shall be no taller than 3 inches.
 - c. Sport Shoe (Optional):
 - (1) Black plain toe, with no design and have a black soft upper, soft sole and heel.
 - (2) When worn with the uniform, optional footwear shall be clean and polished to a low luster.
 - (3) The optional footwear shall not be worn for inspections, or other formal occasions, such as banquets, funeral, promotion ceremonies or parades.
- 7. Foul Weather Jacket
 - a. The jacket may have a zip outer body liner with a pile color.
 - b. Shoulder patches shall be sewn (not cross stitched) on both sleeves with the top of the patch ½-inch below the sleeve head seam, and in such a manner that a line bisecting the center of the patch would be perpendicular to the ground when the garment is worn.
 - c. Services Stripes (Optional) may be worn on the foul weather jacket. Outerwear and rainwear specifications and wear instructions shall be the same as those for sworn officers. Shoulder patches shall be worn as indicated by the employee's classification and division.
 - d. Color – LAPD blue shade.
- 8. Name Plate
 - a. The approved name plate shall be worn on the uniform shirt and centered ¼-inch below the top seam on the right pocket flap. The metal nameplate shall not be worn on an embroidered uniform (See Chapter I, General Provisions for an example).
 - b. Material - Silver
 - c. Lettering



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- (1) The letters shall be block type single letters, engraved deep in the metal, and filled with black enamel.
 - (2) Name on plate to consist of no more than 13 letters, include spacing. The name plate shall include the employee's first initial, last name, or first and last name, for example, J. Doe, John Doe.
9. Badge (Metal or Cloth)
 - a. Metal (if issued)
 - (1) Color – Hard Blue.
 - (2) Material - Silver/high chrome.
 - (3) Style – Seven-point star. Ed Jones Company style #727C, or equivalent. The badge shall be equipped with a safety catch.
 - (4) Engraving:
 - (a) The word "VOLUNTEER" shall be engraved on the top ribbon as appropriate. The word "SACRAMENTO" shall be engraved over the permanent public safety seal with the blue background. The center public safety seal is a tri-emblem showing gold flame (left), handcuffs (right), and EMT (bottom) symbols on blue background.
 - (b) The words "POLICE DEPT." shall be engraved below the seal.
 - b. Cloth
 - (1) Small SPD Patch centered above the left chest shirt pocket.
10. Emblems and Pins
 - a. Employees shall wear only approved emblems that are authorized for wear on a uniform shirt, sweater, or vest.
 - b. Employees shall be limited to wearing two emblems or pins and a United States flag pin.
 - c. When worn, the flag pin shall be the uppermost emblem centered above the right pocket and worn ½-inch above any other emblem or pin.
 - d. When worn, the Longevity pin, shall be worn centered ½-inch above the name plate.
 - (1) Employees wearing a Longevity Pin shall wear the pins side by side the DSA Pin to the center of the shirt, and centered ½-inch above the name tag.
 - (2) A star shall be designated on each pin for additional for awards. Example, two Unit Citations would be identified by a bar with a centered star.
 - e. The following emblems and pins are authorized to wear:
 - (1) Longevity pin.
 - (2) Flag pin.
 - (3) VIPS Person of the Year.
 - (4) Peer Support pin.

G. POLICE FACILITY PERSONNEL

1. Employees assigned to the police facilities shall wear the issued police facility uniform and present a neat, clean, groomed, and professional appearance while on duty.
2. During inclement weather, employees are authorized to wear a jacket or sweater. The jacket or sweater shall present a neat, clean, and professional appearance.
3. Employees may wear thermal tops or undershirts underneath their uniforms. The thermal tops or undershirts shall either be black, white, gray, or dark blue in color.



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4. Employees may wear fully encased athletic shoes that are either black or white in color.
- L. PROFESSIONAL STAFF NOT REQUIRED TO WEAR A FORMAL UNIFORM
 1. Employees not required to wear a uniform as outlined in this manual shall present a neatly groomed appearance and wear clean well-fitting clothes that are appropriate for office work.
 2. Professional staff who wear t-shirts, polo shirts, collared shirts, or sweatshirts with Sacramento Police Department logos shall not be considered to be in uniform.
 3. Employees not directly in contact with the public may be permitted to dress in a more casual fashion or maintain a less conservative grooming standard than is normally required. In these positions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear.
 4. Concerns regarding the appropriateness of attire shall be directed to the employee's supervisor.