

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION 5: UNIFORMS, EQUIPMENT, AND GROOMING**

#### **SUBJECT: 500 UNIFORMS**

**EFFECTIVE: 07/23/2024**

1. **PURPOSE.** Distinctive uniforms which are properly worn and cared for project the image of an alert, responsive agency which takes pride in its work.

2. **POLICY.** It is the policy of this department that all members shall present a professional appearance, and all members shall comply with the specifications outlined in this order.

3. **UNIFORMS.** The uniform identifies the person wearing it as a member of the department. It provides a high level of visibility and forms the basis of a citizen's first impression of the member. The City of Pineville provides the basic uniforms replacements or additions as needed. The Logistics Chief maintains a detailed list of uniforms, accessories, and equipment for each employee. Each employee is responsible for maintaining his or her uniform and accessories in a clean, workable condition.

A. **Wearing the Uniform.** Members are responsible for wearing the proper and complete department uniform in the following prescribed manner:

1. Uniforms will be kept clean, of proper fit, and well pressed.
2. Wearing of issued uniform hats is optional or as determined by the Patrol Bureau Commander.
3. Uniforms will be worn with all buttons completely fastened. The only exception will be the top button of the lay-down collar shirt. Long sleeve shirts will not be rolled up. All buttons will be fastened.
4. T-shirts, low turtleneck or dickey type shirts, if visible, shall be gray or dark blue and in good repair. The sleeves of the T-shirt shall not protrude below the sleeve of the uniform shirt. The only visible insignia permitted on turtlenecks is "PPD" in gray or silver thread monogrammed letters.
5. Class B Shorts are authorized for wear by Patrol and Neighborhood Liaison Officers under the following conditions.

- Wear is only allowed on day watch
- Wear is only allowed when the projected heat index is above 100 degrees Fahrenheit.
- Only black ankle socks are allowed in conjunction with the short. No other visible color is acceptable.
- Only black tennis shoes or ¾ utility shoes or boots are allowed with the short. No other visible color is acceptable. The toe of the shoe must be rounded.

The only authorized short is the Blauer FLEXRS™ COVERT TACTICAL SHORTS STYLE #: 8667 in Blue.

- B. **Uniform Prohibitions.** Mixing portions of the uniform with civilian clothing is prohibited. Off-duty members shall not wear as an outer garment any part of the police uniform.
- C. **Uniform Maintenance.** All members will maintain their uniforms in good

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condition. As the uniform becomes worn or damaged, it should be repaired or replaced as necessary.

- D. Department Issued Rainwear. Department issued rainwear will be worn in conjunction with the above described uniform and not in place of the uniform.
- E. Department BDU'S. Department issued BDU's or other department issued and approved uniform items may be worn when assignments would require their use in place of the uniform of the day.
- F. Approved Headgear.
  - 1. Only baseball caps (Class B Cap) issued by the department are authorized for wear with the uniform while on duty. Currently only one cap is authorized.

Patrol, motor, and neighborhood liaison officers are allowed to wear the Class B cap under the following rules.

The following rules are to be strictly adhered to when wearing the Class B Cap.

- Class B Caps are not allowed to be worn inside of any building.
- Wear is only allowed for the time the officer is standing outside of the patrol unit in precipitation or if the officer is outside of the unit for more than 10 minutes during day shift working a stationary call for service. i.e. traffic crash
- The shape of the bill of the Class B Cap is not to be altered from its original shape when issued.
- Class B Caps are not authorized for wear at special events or "extra duty details" unless authorized by a Bureau Commander.

Other personnel are allowed to wear Class B Caps when "called out" for immediate duty.

Wearing of the Class B Cap is a privilege and the privilege can be revoked at any time for a violation of the policy.

2. Department members may also wear the departmental issued watch caps during inclement weather.

3. Motor members shall be issued a motorcycle helmet that shall be worn at all times while operating a police motorcycle.

G. Insignia. All uniform insignia will be properly placed on the uniform and securely attached to it in the prescribed manner.

- 1. Members will only wear those rank insignias appropriate to their rank.
- 2. The standard department shoulder patch will be worn on all uniform shirts, jackets, coveralls, and coats, and on both shoulders.

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3. Chevrons will be worn with the center point up, one on each sleeve of all shirts, coveralls, jackets and coats. The point will be centered on the department shoulder patch. The point shall be one inch below the shoulder patch, unless the sleeve's length requires the point and shoulder patch to be closer together.
4. Rank insignias will be worn as follows:
  - A. **LIEUTENANT - RANK INSIGNIA.** A single bar shall be affixed to the center of each side of the collar of the uniform shirt worn by lieutenants. The front edge of the bar shall be 3/4 inch from, and parallel with, the front edge of the collar. On each shoulder of the field jacket, a single bar shall be placed with the outer edge, 5/8 inch above the sleeve seam. The bar shall be centered over the shoulder seam and shall be parallel to the sleeve seam.
  - B. **CAPTAIN - RANK INSIGNIA.** Two bars shall be affixed to each side of the collar of the uniform shirt worn by captains. The front edge of the insignia shall be 3/4 inch from, and parallel with, the front edge of the collar. On the dress coat and the field jacket, the bars shall be worn on each shoulder with the outer edge 5/8 inch above the sleeve seam. The bars shall be centered over the shoulder seam and shall be parallel to the sleeve seam.
  - C. **ASSISTANT CHIEF - RANK INSIGNIA.** The gold eagle insignia worn by Assistant Chiefs shall be affixed in the same relative position as prescribed for deputy chiefs. On the dress coat and the field jacket, the eagle shall be worn on each shoulder with the outer edge 5/8 inch above the sleeve seam. The eagle shall be centered over the shoulder seam and shall be parallel to the sleeve seam.
  - D. **DEPUTY CHIEF - RANK INSIGNIA.** A star shall be affixed to each side of the collar of the uniform shirt worn by commanders. One point of each star shall point upwards in such a manner that a line bisecting this point will be parallel to the front edge of the collar. The center of the star shall be 1 inch from the front edge of the collar and centered on the collar. On the dress coat and on the field jacket, a star shall be worn on each shoulder so that one point of the star points to the rear. The center of the star shall be 1 inch above the sleeve seam and centered directly over the shoulder seam.
  - E. **CHIEF OF POLICE - RANK INSIGNIA.** The 2 star insignia worn by the Chief of Police shall be affixed in the same relative position as prescribed for deputy chiefs. On the dress coat and on the field jacket, stars shall be worn on each shoulder so that one point of the star points to the rear. The center of the stars shall be 1 inch above the sleeve seam and centered directly over the shoulder seam.

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5. Division insignia and/or special unit designations, approved by the Chief of Police, shall be worn above the right breast above the name tag of the uniform shirt or shall be sewn on each sleeve one inch below the shoulder patch.
  6. Members shall not wear pins, stickers, jewelry, or other items that are not directly work related without gaining pre-approval from the Chief of Police.
- H. Badges. Badges will be issued to every sworn member. Patrol officer will wear metal badges. Special assignment officers ( K-9, CAPS ) will wear cloth badges.
- I. Designated award ribbons, approved by the Chief of Police, may be worn above the name tag.
- J. Nameplates. Department members who have been issued metal nameplates will wear it centered, above the flap of the right breast pocket of the uniform shirt.
- K. Timepiece. Members must be able to readily and accurately determine the time while on duty.
- L. Uniform Trouser Belt. The member's uniform trouser belt shall be black in color plain leather and depending upon rank either a plain chrome or gold finish buckle and belt snaps. It shall be of sufficient width and thickness as to provide reasonable support for the trousers and duty belt.
- M. Footgear.
1. Uniformed members may wear either shoes or boots that are clean, black in color, and capable of being shined. Footwear shall have no ornate stitching or extreme heel or fancy toe style. Socks shall be black in color, if visible. Boots will be no more than 12 inches in height.
  2. Motor members will wear the English field or riding boots with rounded toe and black heel, with the pant legs worn inside the boot.
  3. Members in specialized units may wear alternate footwear that is approved by the department.
  4. Uniformed, non-sworn member's footgear must be of conservative style, black, navy blue, or dark brown in color. Socks will be black, navy blue, or dark brown in color.
- N. Gloves. Plain black wrist-length gloves may be worn with the uniform.
- O. Administrative Members. Administrative and command members may, with approval of the Police Chief, omit the duty gun belt and carry a department approved firearm and black holster, both of appropriate length and good condition. The weapon shall be worn on the strong hand side with the butt to the rear.

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- P. Court Apparel. "Court" shall include any judicial proceedings in municipal, justice, district, or circuit court; grand jury; and any other official criminal, civil, or administrative hearings attended in connection with department employment. Uniformed members are encouraged to testify in court in uniform when their testimony concerns their performance of duty as a uniformed member. When civilian attire is worn, it must be suitable, and appropriate for the proceeding. Sport shirts or open collars without a tie for male members are not permitted.
- Q. Duty Gun Belt. The gun belt shall be 2½ inches wide, black plain leather and will be worn with the buckle centered in the front of the body. Gun belt "keepers" will be worn as necessary to keep the gun belt from sagging or slipping, unless the items are held in place by velcro.
- R. Duty Holster. Duty holsters must be worn in the prescribed manner and kept in good condition. It will be of plain leather and will be mounted on the belt so that the butt of the weapon is placed to the rear. Holsters will be worn on the strong hand side with the strap or snap securely fastened to secure the weapon in the holster.
- S. Duty Gun Belt and Holster Accouterments. All issued duty gun belt accouterments attached thereto will be of same material and finish. Other personal accouterments shall be the same basic color, finish, and material.
- T. Wearing Duty Gun Belt. The duty gun belt shall be worn level around the waist with the holster and approved accouterments aligned appropriately for the ease of the individual member:
1. Ammunition magazine pouch must be double compartment with a single snap or Velcro;
  2. Folding knife with sheath and/or Leatherman type utility tool (optional);
  3. Handcuffs with key and handcuff case;
  4. Aerosol subject restraint and holster;
  5. Portable radio and holster or holder;
  6. Flashlight, cell phone or pager and holder(s), and expandable baton in approved cases;
  7. Baton and baton holder.
  8. Keepers distributed about the belt to ensure a comfortable fit and neat appearance;
  9. Measuring tape and latex glove holder (optional);
  10. Key ring holder (optional); and
  11. Other items appropriate and approved for the assignment.
- U. Baton. Sworn, uniformed members must carry a department issued and approved expandable side handle baton once the department has provided appropriate training in the use of the baton. This requirement includes reserve members who have completed the reserve training and excludes all cadets and command members assigned to field services.

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- V. Identification Cards. Members are issued identification cards. While on duty, members shall have the identification card on their person. Carrying the badge and identification cards off-duty is optional. The identification card(s) and any other means of identification shall be displayed whenever the identity of the member is questioned. Members shall not lend their identification cards or badges to other persons, or permit these items to be photographed or reproduced without the approval of the Chief of Police.
4. DAMAGED OR LOST ITEMS. All members shall notify the Shift Supervisor immediately if their badge, identification card, other uniform parts or accessories, or other equipment becomes lost, damaged, or stolen.
- A. All lost, damaged, or stolen department property will be documented. A copy of the report must be submitted to the appropriate Bureau Commander.
  - B. If damage or loss occurred during an arrest it must be documented in the arrest report along with the replacement cost. A copy of the report must be forwarded to the Logistics Chief.
  - C. If the damage or loss occurs due to the members negligence the member will be responsible for replacement of the lost or damaged item.
  - D. Personal property that is lost or damaged during “a line of duty incident” shall be reported to the Logistics Chief. A written report will be submitted detail the incident, proper loss and replacement value. The Logistics Chief will determine the replacement on a case by case basis.
5. MANNER OF DRESS - CASUAL UNIFORM SHIRT. Staff and designated program members (e.g., training officers, community policing officers, reserves, etc.) may be issued polo style shirts to identify with the department when the official uniform is not necessary. Shirts are to be worn for department business only; no off-duty use is permitted, unless approved by a supervisor. Shirt purchases must be approved by the Chief of Police.
6. MANNER OF DRESS - CIVILIAN CLOTHING. Members of the department who are permitted to wear civilian clothing during a tour of duty (i.e., criminal investigation, etc.) shall wear such civilian clothing as conforms to standards normally worn by office members in private business firms within the city unless otherwise directed. Other types of clothing may be prescribed when necessary to meet a particular law enforcement objective. All articles of civilian clothing worn on duty shall be neat, clean, well pressed, and in good repair, except as warranted by a particular assignment.
7. MANNER OF DRESS - RECORDS DIVISION. Members of the Records Division will be issued uniforms by the department to identify themselves as members of the agency. Shirts will be issued in short and long sleeve styles with the agency’s insignia.

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Members of the Records Division shall wear navy blue pants. The shirt and pant styles, as well as the colors, must be approved by the Chief of Police.

**By order of**

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Darrell Basco  
Chief of Police