

SACRAMENTO POLICE DEPARTMENT  
UNIFORM AND GROOMING STANDARDS MANUAL



RM 430.01

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SACRAMENTO POLICE DEPARTMENT  
UNIFORM MANUAL



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# SACRAMENTO POLICE DEPARTMENT UNIFORM MANUAL



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## INTRODUCTION

The purpose of this manual is to establish uniform/grooming standards for Department employees. Department employees shall follow and adhere to the uniform specifications as outlined in this manual. These specifications have been reviewed and approved by the Department's Uniform Committee.

Department employees requesting modifications to these specifications shall send a written request to the Professional Standards Unit (PSU). The PSU shall forward the modification request to the Uniform Committee for their consideration or discuss the request at a committee meeting. The Uniform Committee shall meet as necessary to consider suggested uniform changes. The Chair of the Uniform Committee with the concurrence of the Chief of Police (COP) shall have the final authority to approve or deny any uniform modifications.

The Uniform Committee shall be chaired by a Lieutenant, Office of Operations (OOO) with the following committee members:

1. Officer from a specialized unit in the Metro Division (i.e., Traffic, SWAT, etc).
2. Officer from the Office of Operations (OOO).
3. Supervisor from the Office of Operations (OOO).
4. Detective from the Office of Investigations (OOI).
5. Representative from the Sacramento Police Officers Association (SPOA).
6. Representative from the Professional Standards Unit (PSU).
7. Uniformed representative from the Records Division.
8. Uniformed representative from the Communications Division.
9. Representative from the Forensic Investigations Section (FIS).
10. Representative from the Personnel Services Division (PSD).



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## CHAPTER 1 GENERAL PROVISIONS

### 1. GENERAL PROVISIONS:

- a. Uniform specifications shall be maintained by the Professional Standards Unit (PSU) and the Chair of the Uniform Committee.
- b. Employees shall dress and groom themselves conforming to the specifications as authorized by this manual.
- c. Uniformed personnel shall only wear authorized uniform components.
- d. 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.

### 2. MAINTENANCE RESPONSIBILITY

- a. 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.
- b. All equipment shall be in good working order.
- c. 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.
- d. The Department shall not be responsible for the repair or replacement of equipment personally purchased by the employee for on duty use (e.g. stream lights, personally owned handguns, tactical lights etc.). The employee shall be responsible for the repair and maintenance of the equipment unless, it is eligible for replacement or repair pursuant to General Order 410.02 (Equipment Replacement, Repair and Turn In) or applicable labor agreements.

### 3. USE OF THE POLICE UNIFORM EQUIPMENT ON DUTY

- a. Use of police uniforms and/or equipment in conjunction with political activities is prohibited. Officers having knowledge of such proposed use shall immediately notify their chain of command of the intended use.
- b. Uniformed personnel shall wear the uniform of the day when on duty. The COP or designee may authorize deviation from this policy on a case by case basis.
  - (1) The uniform shall not be worn off duty, unless approved by the employee's Division Commander, or higher authority.
  - (2) Personnel working any supplemental employment assignment shall wear the patrol uniform of the day unless authorized by their Division Commander or higher authority to wear alternative clothing.

### 4. WEARING AND CONDITION OF UNIFORMS

- a. Officers shall be in possession of their Department issued ID card while in uniform.
- b. Officers shall be in possession of their California Driver's License when on duty.
- c. Officers assigned to work field duty in uniform shall ensure that all equipment is in good repair and condition.
- d. Officers assigned to work field duty in uniform shall wear/have all authorized required uniform components as outlined below.
  - (1) Uniform pants (Class A or Class B).
  - (2) Uniform shirt (Class A or Class B) with Departmental patches.
    - (a) 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.
    - (b) 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. The patches shall be sewn in a manner which the line bisecting the center of the patch is perpendicular to the ground when the garment is worn. Only one (1) patch shall be sewn on the sleeve of each jacket, long sleeve shirt, and short sleeve shirt.
  - (3) Nameplate or embroidered nametag (Metal name tags shall be polished to a high luster).



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- (4) Dress belt
    - (a) The authorized 1 ½ inch dress belt shall be worn with pants while in uniform.
    - (b) 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). NOTE: The Hook and Loop (Velcro) closure is authorized.
    - (c) The Bianchi Accumold Elite #7205 dress belt is authorized to be worn in conjunction with the Accumold Elite 7960 and the Accumold 7200 duty belts.
  - (5) Socks.
  - (6) Department Badge on the outmost garment (Department Badges shall be polished to a high luster).
  - (7) Timepiece.
  - (8) Handgun (Loaded with two additional magazines).
  - (9) Magazine pouch.
  - (10) Handcuffs and pouch.
  - (11) Flashlight.
  - (12) Chemical Agent and pouch.
  - (13) Police Radio and case.
  - (14) Gas Mask with case.
  - (15) Flexible body armor.
  - (16) Riot helmet with face shield and carry bag.
  - (17) Gloves.
    - (a) Black leather or synthetic, fabric lined, of good quality.
    - (b) Gloves shall be worn to allow wearer to retain dexterity, freedom of hand movement and not prohibit wearer from easily firing handgun.
  - (18) Reflective Vest.
    - (a) Brand – Galls.
    - (b) Model - HS267 ANSI/ISEA 207-2006 Class 2 compliant traffic safety vest (or equivalent).
  - (19) High Visibility Clothing.
    - (a) 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.
    - (b) Exceptions for law enforcement officers apply when working in potentially adversarial or confrontational conditions, traffic stops, pursuits, and searches.
    - (c) 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.
  - (20) Notebook, notepaper, or note cards.
  - (21) Additional equipment as required or approved by the Department.
  - e. When in uniform officers may wear either a white or black undershirt.
    - (1) 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.
    - (2) Undershirts shall not be visible beyond the uniform neck area.
  - f. Uniform officers, have the option of wearing a turtlenecks/mock turtlenecks under their long sleeve uniform shirts.
    - (1) The turtle necks shall be black and made of wool or equivalent material.
    - (2) On the left collar of the shirt in gold thread and "5/8" Helvetica condensed font, officers may embroider the letters "SPD."
5. STATION DUTY
- a. Officers assigned to work station duty in uniform shall wear a minimum of the following:
    - (1) Class A or B shirt with Departmental patches.
    - (2) Name plate or embroidered name.
    - (3) Class A or Class B trousers with dress belt.



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- (4) Shoes and socks.
  - (5) Loaded sidearm in holster.
  - (6) Handcuffs and key.
  - (7) Departmental badge.
- b. Civilian clothing shall not be worn with any distinguishable part of the uniform.
6. USE OF CIVILIANS CLOTHING ON DUTY
- a. Officers in civilian clothing shall wear or carry their firearms conspicuously exposed.
  - b. Employees shall keep in mind that the Department wishes to display a conservative business appearance.
  - c. Employees shall comply with the requirements of GO 430.02 (Body Markings).



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CHAPTER 2 FORMAL AND DAILY WEAR (CLASS A & CLASS B)

1. CLASS A UNIFORM

- a. Class A uniforms shall only be worn:
  - (1) As directed by the COP or their designee.
  - (2) At formal events (e.g graduations, award ceremonies, funerals etc).
  - (3) By members of the honor guard.
- b. 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 etc).
- c. CLASS A uniforms shall consist of:
  - (1) Long sleeve shirt Class A pants
  - (2) Necktie and tie bar
  - (3) Department hat with shield (optional unless mandated by the COP or designee), Eisenhower ("Ike") jacket (optional unless mandated by the COP or designee).
- d. The uniform shall be modified as follows:
  - (1) No visible pens or pencil.
  - (2) No baton.
  - (3) No exposed keys.
  - (4) No wireless phones or other devices affixed to the outside of the uniform.
- e. The equipment belt shall only have the following items:
  - (1) Holster.
  - (2) Sidearm.
  - (3) Ammunition and other carrier.
  - (4) Handcuffs and carrier.
  - (5) Belt Keepers.

2. CLASS A SHIRT SPECIFICATION

- a. Brand – Flying Cross.
- b. Models - Flying Cross models .
  - (1) UD20W9586.
  - (2) UD70R9586 .
  - (3) 48W6686.
  - (4) 204W6686.
  - (5) 98R6686.
  - (6) 154R6686.
- c. Material - Polyester blends, wool, or wool blends (100% polyester is not authorized).
- d. Color- Dark navy blue shade no. 30 (LAPD).
- e. Pockets - The pockets shall be non-pleated.
- f. Optional - Sewn-in military creases, front zipper, and Velcro pocket closures.

3. CLASS A PANT SPECIFICATION

- a. Brand – Flying Cross.
- b. Material – Polyester blend, wool or wool blends (100% polyester is not authorized).
- c. Color – Dark navy blue shade no. 30 (LAPD).

4. HONOR GUARD UNIFORM

- a. Honor Guard uniforms shall consist of the following:
  - (1) Standard Department long sleeve shirt with Honor Guard shoulder patches.
    - (a) The pockets on the sleeve shall be sewn shut and the epaulets sewn down. Hooks shall be installed on the right epaulet to accommodate citation cords.
    - (b) Appropriate service stripes sewn on left sleeve.
    - (c) Honor Guard Patch - Standard Department shoulder patch with gold trim on outer edge.
    - (d) Citation cords shall be worn over left shoulder and under epaulet. Blue and gold cords for officers and gold cords for sergeants and above.
    - (e) Gold ascot - shall be creased in the center and worn in-line with the buttons on the shirt.
  - (2) Honor Guard pin and U.S. flag pin.



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- (3) Name tag.
  - (4) Standard Department uniform pants.
    - (a) The pants shall have blue/black piping down the inseams.
    - (b) The pockets shall be sewn shut.
  - (5) Belt- Standard dress belt.
  - (6) Shoes- patent leather shoes or high gloss plastic shall be polished to a high luster.
  - (7) Hat
    - (a) Stratten style W-40DB.
    - (b) Woolfelt in Seville blue.
  - (8) Honor guard hat pin (gold or silver depending upon rank).
  - (9) Ike jacket.
  - b. Ceremonial Equipment shall be polished to a high gloss.
  - c. Each member of the honor guard shall be authorized to draw from the armory the following items:
    - (1) One (1) equipment belt.
    - (2) One (1) holster.
    - (3) One (1) ammunition case.
    - (4) Four (4) retaining keeper straps.
    - (5) Two Magazines.
    - (6) One additional hand gun to that will be used solely to carry out their honor guard duties.
5. CLASS B UNIFORM GENERAL SPECIFICATIONS
- a. Class B uniforms shall only be worn for daily patrol duties or for informal events (e.g., community meetings, neighborhood events, informal presentation, etc).
  - b. Pants and shirts from different manufacturers shall not be worn together.
6. CLASS B UNIFORM SHIRT SPECIFICATIONS
- a. Spiewack
    - (1) Spiewack Models: SPDU12; SPDU13; SPDU17; SPDU18.
    - (2) Color - Dark navy blue shade 011.
    - (3) Pockets- Non-pleated.
    - (4) Optional - Sewn-in military creases, front zipper, and Velcro pocket closures.
  - b. Elbeco Duty Max (**THIS UNIFORM IS NO LONGER MANUFACTURED, BUT AUTHORIZED ONLY FOR PERSONNEL THAT PURCHASED THEM PRIOR TO THE REVISION DATE.**)
    - (1) Elbeco Duty Maxx Models: 55994, 594..
    - (2) Color – Dark navy blue.
    - (3) Pockets shall be non-pleated.
    - (4) Optional - Sewn-in military creases, front zipper, and Velcro pocket closures.
  - c. Blauer Armoskin
    - (1) Blauer Armorskin Base Shirt (long sleeve) #8471.
    - (2) Armorskin Base Shirt (short sleeve) #8472.
    - (3) Color – Dark navy blue, shade 04.
7. BLAUER ARMOSKIN CARRIER
- a. The external vest carrier shall not be removed in public.
  - b. No modifications shall be made to the carrier. The carrier is intentionally made to look identical to a uniform shirt.
  - c. No other base shirts, or carriers, are approved, and shall not be worn.
  - d. The Blauer base shirt is not approved to be worn by itself. The base shirt shall be worn under the Blauer carrier.
  - e. The Blauer base shirt and carrier shall only be worn with the approved Blauer Classact uniform pants.
  - f. Body armor shall be worn as directed, to ensure that the warranty is not voided.
  - g. Body armor shall be worn in compliance with General Order 580.05.
  - h. Prior to wearing the Blauer Armoskin Carrier, employees shall watch the short instructional video from Blauer located at [http://www.blauer.com/blauer/armorskin\\_training/index.html](http://www.blauer.com/blauer/armorskin_training/index.html).
8. BLAUER ARMOSKIN CARRIER SPECIFICATIONS
- a. Model #8470-01.
  - b. Color - Dark navy blue, shade 04.



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- c. The carrier shall fit above the duty belt and the bottom of the carrier shall be no shorter than ½ inch above the duty belt.
- d. The carrier pockets shall be flat, and non-pleated, with an optional military crease.
- e. Embroidered name plate (Optional).
  - (1) First initial and last name may be embroidered centered above the top seam of the right pocket on the carrier.
  - (2) Embroidery shall be ½ inch Helvetica Condensed font.
  - (3) Embroidery shall be done in silver thread #0108 for officers and gold thread #0605 for Sergeants and above.

9. CLASS B PANTS SPECIFICATION

- a. Spiewack.
  - (1) Spiewak model SPDU20.
  - (2) Color - Dark navy blue shade 011.
  - (3) Optional – Button on the rear pockets and/or back sap pockets.
  - (4) Length - The pant length shall be ½ inch above the bottom of the sole of the shoe, while standing at attention.
- b. Elebco
  - (1) Elbeco Duty Maxx model E244RN.
  - (2) Color- Dark navy.
  - (3) Optional - Button on the rear pockets and/or back sap pockets.
  - (4) Length - The pant length shall be ½ inch above the bottom of the sole of the shoe, while standing at attention.
- c. Blauer
  - (1) Classact Pants #8567.
  - (2) Color – Dark navy blue shade 04.
  - (3) Length- The pant length shall be ½ inch above the bottom of the sole of the shoe, while standing at attention.



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CHAPTER 3 SPECIALTY UNIT (CLASS "C")

1. Class C Uniform
  - a. Class C uniforms are worn by employees assigned to the following specialty units:
    - (1) Air Support Unit.
    - (2) Bike Unit.
    - (3) Bomb Squad.
    - (4) Field Training Officer – Shadow Officer.
    - (5) K9 Unit.
    - (6) Marine Unit.
    - (7) Patrol Wagon/Homeless Illegal Camp detail.
    - (8) Reserve Officers.
    - (9) School Resource Officers.
    - (10) SWAT.
    - (11) Motors.
2. AIR SUPPORT UNIT
  - a. While flying, officers shall wear the specified flight uniform which consists of flight helmet, flight suit, gloves, footwear, duty belt and flight jacket.
  - b. Flight Helmet
    - (1) Color - Silver or white.
    - (2) Flight helmet may be any brand that conforms to US Military specifications.
  - c. Flight Suit
    - (1) Color – Navy blue or sage green.
      - (a) The color of the flight suit shall be at the discretion of the unit supervisor.
      - (b) The flight suit shall have a cloth badge affixed over the left breast and a leather name tag over the right breast.
    - (2) Flight suits shall be constructed of nomex material and conform to U.S Military specifications.
  - d. Gloves
    - (1) Color – Navy blue or sage green.
    - (2) Material – Nomex material that conforms to U.S Military specifications.
  - e. Footwear
    - (1) Color – Black.
    - (2) Material – Black leather.
  - f. Flight jacket.
    - (1) Color- navy blue or brown.
    - (2) Brand 5.11 or a brand that conforms to military specifications.
3. BIKE UNIT
  - a. Officers assigned to the Bike Unit shall wear the following safety equipment: helmet, gloves and eye protection. The eye protection shall be sunglasses with tinted or clear lenses.
  - b. Officers assigned to the Bike Unit may wear the following additional equipment beneath the standard bike uniform as long as they are not visible:
    - (1) Padded bike shorts.
    - (2) Glove liners.
    - (3) Helmet liners/balaclava.
  - c. The following specialized items may be worn by bike officers:
    - (1) Nylon duty belts and accessories.
    - (2) Sweaters.
    - (3) Rain hood.
  - d. Helmet
    - (1) Brand- Giro or Bellinflux.
    - (2) Color- Black with "POLICE" on it in silver lettering.
    - (3) Style - Mountain bike style with a visor.



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- e. Bike Gloves
    - (1) Color- Black.
    - (2) Style – Padded black gortex or fingerless padded bike gloves.
  - f. Shirts
    - (1) Brand – Bratwear or equivalent polo shirt.
    - (2) Color- Dark navy
    - (3) Model - SHT-P1SELF with reflective “POLICE” printed across the back in silver.
    - (4) The shirts shall have shoulder patches and no pockets.
    - (5) The shirts shall be embroidered with the officers name on the right side of the chest (white for officer gold for Sergeant and above).
  - g. Spring Weight Pants
    - (1) Brand- Bratwear or equivalent
    - (2) Color - LAPD blue
    - (3) Style
      - (a) The Spring Weight pants shall have ankle zippers, side billow pockets and keepers.
      - (b) P-SCM2LT
      - (c) P-ZSPX2
      - (d) A style that is equivalent to style a or style b
  - h. Winter Weight Pants.
    - (1) Brand - Bratwear or equivalent
    - (2) Style - P-SCM2 or equivalent with ankle zippers, side billow pockets and keepers
    - (3) Color- black
  - i. Foul Weather Pants
    - (1) Brand – Bratwear or equivalent
    - (2) Style - P-WG1 or equivalent with ankle zippers
    - (3) Dark navy
4. FIELD TRAINING OFFICER – SHADOW
- a. FTO shadow uniform shall only be worn when an FTO is conducting a shadow ride-along of a prospective Phase IV Officer in training.
  - b. FTO Shadow Uniforms may be worn by specialty assignment officers (PRCS, CST, GET teams etc). requiring a special purpose uniform only with the permission of their Division Commander or higher authority.
  - c. Vests
    - (1) The word “POLICE” shall be silk screen across the back in 5 inch letterings. The letters shall either be Silver or Gold.
    - (2) The vests shall have a badge tab or fabric cloth badge attached to the left breast.
    - (3) Model- Richard Cowell Detective Tactical or equivalent.
    - (4) Color- Black.
    - (5) Material – Nylon Mesh.
  - d. Pants
    - (1) Brand - 5.11.
    - (2) Style – Utility.
    - (3) Model - 74251 or equivalent.
    - (4) Color – khaki or black.
  - e. Long Sleeve Shirts
    - (1) Material – Wool or synthetic equivalent
    - (2) Color – Black
    - (3) Style – The word “POLICE” shall be screened in gold letters vertically on the outside face of both sleeves.
    - (4) The SPD seven point cloth badge the badge number shall be screened or embroidered or affixed on the left breast.



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5. CANINE UNIT

a. Shirts

- (1) The utility uniforms (BDU) are the optional wear at the discretion of the officers.
- (2) Style – Transcon tactical uniform shirt, model #701PAM.
- (3) Color– Midnight navy.
- (4) Required aftermarket alterations – SPD patches and a badge tab on the left chest.
- (5) An embroidered name tag may be attached in the center above the right breast pocket.
- (6) An embroidered cloth badge with the badge number may be attached to the left chest.

b. Pants

- (1) Style- Transcon brand tactical uniform shirt.
- (2) Model - #701PAM.
- (3) Color – Midnight navy.
- (4) The SAP pocket is authorized.

6. TECHNICAL JUMPSUIT

a. Approved model - Mountain Uniforms Cold Weather Jumpsuit.

- (1) Style - Tight weave nylon (waterproof /breathable).
- (2) Color – Blue, LAPD dark navy or black.

b. Shoulder patches should be affixed 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.

c. Officer's first initial and last name should be embroidered 1/8" above the right breast pocket uppermost seam and centered above the pocket. The thread shall either be silver (Officers) or Gold (supervisory personnel).

7. MARINE UNIT – BOAT UNIFORM

a. Shirt

- (1) Style - Jerzee 437M or equivalent short sleeve polo style shirt with collar.
- (2) Color – White.
- (3) Material – 50 % cotton and 50% polyester.
- (4) Silver embroidered badge on left chest.
- (5) The employee's first initial and last name shall be embroidered in ½ inch black letters and centered over the right breast.
- (6) The word "POLICE" shall be silkscreened on the back of shirt directly over the rear shoulder in the center.
- (7) The lettering shall be:
  - (a) 2 ½ inches tall.
  - (b) ¾ inch wide.
  - (c) Black in color, bold and reflective.

b. Shirt (Winter Wear) – Class A or B long sleeve uniform shirt with patches, name, and badge.

c. Jacket

- (1) Brand – Marcel, Bratwea or equivalent.
- (2) Model J-PZ1 or equivalent with shoulder patches and epaulets.
- (3) Color – Light blue.
- (4) Embroidery
  - (a) Silver embroidered badge over the left chest.
  - (b) First initial and last name embroidered over the right chest.

d. Shorts

- (1) Brand – 5.11.
- (2) Model – 73286 or equivalent.
- (3) Color – Dark blue.

e. Spring Weight Shorts

- (1) The spring weight shorts shall have ankle zippers and side billow pockets.
- (2) Brand- Bratwear.



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- (3) Style
    - (a) P-SCM2LT.
    - (b) P-ZSPX2 .
    - (c) A style equivalent to P-SCM2LT or P-ZSPX2.
  - (4) Color- LAPD blue.
  - f. Pants
    - (1) Brand – Any brand that is similar to the 5.11.
    - (2) Model 73286 or equivalent.
    - (3) Color – Dark blue.
8. MOUNTED UNIT
- a. The Mounted unit daily wear shall consist of:
    - (1) Uniform hat.
    - (2) Class A or B shirt with patches, name and badge.
    - (3) Mounted unit breeches or class B pants.
  - b. Mounted unit Class B pants are authorized as an alternative for mounted patrol duty at the discretion of the Mounted unit Sergeant.
  - c. Head Gear
    - (1) Uniform Hat
      - (a) Bayly – #08NS3AO or equivalent with hat piece.
    - (2) Campaign Hat
      - (a) The hat shall have hat cords and a hat piece.
      - (b) Style/Model - Stratten model S-40DB .
      - (c) Color – Seville blue.
    - (3) Helmet
      - (a) The Department cap piece shall be mounted on the front center of the helmet.
      - (b) Silver or gold rank band shall be affixed across the front of the helmet. The band shall be silver for officers and gold for Sergeants.
      - (c) Brand/Style – Tek’s Mounted Patrol Helmet.
      - (d) Color- Black and White.
  - d. Mounted Unit Breeches
    - (1) Sinatra brand #BR221 (SFPD style).
    - (2) Color- Dark navy blue with SPD blue/gold leg stripe.
    - (3) The breeches shall have four pocket and brass zippers.
  - e. Jacket (foul weather)
    - (1) The jackets shall have:
      - (a) “Sacramento Police” silk screened on the back in 2 ½ inch white letters.
      - (b) Embroidered badge and name plate.
    - (2) Style - J.Marcel or Bratwear.
    - (3) Model - J-PJZ1 or equivalent with shoulder patches and epaulets.
    - (4) Color – Light and dark blue.
  - f. Leather Jacket
    - (1) Brand – Taylor’s leather wear.
    - (2) Model – Nashville 4415Z.
    - (3) Color – black
    - (4) Description - Cowhide, 25" Length, side zippers, sleeve zippers, removable Thinsulate lining.
  - g. Cape
    - (1) Brand- Bratwear custom.
    - (2) Color- Royal Blue and Black.
  - h. Winter Weight Pants
    - (1) The winter weight pants shall have zippered ankles, side billow pocket and keepers.
    - (2) Brand – Bratwear.
    - (3) Style – P-SCM2 or equivalent.
    - (4) Color- Black.



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- i. Foul Weather Pants
    - (1) The foul weather pants shall have ankle zippers.
    - (2) Brand – Bratwear
    - (3) Style - P-WG1 or equivalent.
    - (4) Color – Dark navy.
  - j. Optional Class B pants
    - (1) Brand - 5.11 Stryke Motor Pants
    - (2) Style - #74412 or equivalent
    - (3) Color - Dark Navy
  - k. Miscellaneous Mounted Gear
    - (1) Boots – Dehner Mounted or equivalent; with or without laces.
    - (2) Saddle Blanket Cover – Navy blue with yellow (gold) trim and Department patch 30 x30.
    - (3) Spurs - Prince of Wales Style, silver in color, blunt end, and black leather spur straps.
    - (4) Ceremonial ascot and shoulder cords are optional.
9. PATROL WAGON/HOMELESS DETAIL (Optional Uniform)
- a. Shirt
    - (1) The shirt shall have SPD patches and a badge tab on the left chest.
    - (2) The shirt may have an embroidered name tag centered above the right breast.
    - (3) Brand – Transcon brand tactical uniform shirt.
    - (4) Model – # 701 JAM
    - (5) Color – Midnight navy.
  - b. Pants
    - (1) The SAP pocket is authorized.
    - (2) Brand- Transcon tactical uniform pant.
    - (3) Model- #701 PAM.
    - (4) Color- Midnight navy.
10. RESERVE OFFICERS
- a. Reserve Badges
    - (1) Material – Metal
    - (2) Color - Silver (officers), gold (Corporals and above).
    - (3) Style - Same as, or equal to, Ed Jones Company.
    - (4) Model
      - (a) 436 for Sergeants and above.
      - (b) 638 for corporals and below.
    - (5) Shape - Convex with seven (7) points.
    - (6) Engraving – Star points and center for corporals and above.
  - b. Reserve Badge Lettering
    - (1) 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).
    - (2) Corporal - "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 (yellow metal).
    - (3) Sergeants - "SERGEANT" in arc at top, 1/4 inch; "OF" measuring 3/16 inch; "POLICE" in arc at bottom and numerals in center, both 5/16 inch, block, black enamel; "RESERVE" in ribbon on top, 3/16 inch.
11. SCHOOL RESOURCE OFFICER (SRO)
- a. School resource officer may wear either their Class B or other optional daily uniform as directed by their supervisor.
  - b. The optional SRO uniform shall be worn at the direction of the commanding officer while performing the primary duties of an SRO.
  - c. The optional uniform shall not be worn while performing duties that are outside of the SRO assignment (e.g supplemental employment, daily patrol, etc...).



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- d. Optional Uniform Pants
  - (1) Color – khaki
  - (2) Style – utility pants
  - (3) Brand – 5.11 model
  - (4) Model –74251 or equivalent
- e. Optional Uniform shirts
  - (1) Color – White Cloud
  - (2) The word “POLICE” shall be silk screened on the back. In 3 inch letters.
  - (3) Embroidery
    - (a) The officer’s first initial and last name shall be embroidered over the right breast.
    - (b) The words “SACRAMENTO POLICE” and the officer’s badge number shall be embroidered over the left chest.
    - (c) On short sleeve shirts, the word “POLICE” shall be embroidered horizontally in 1 inch letters on both sleeves.
    - (d) On the long sleeve shirt, the word “POLICE” shall be embroidered vertically in 3 inch letters on both sleeves.

12. SWAT

- a. Shirts
  - (1) Brand – Propper.
  - (2) Style - International style F5211 zipper front tactical combat shirt with no pockets.
  - (3) Color – Subdued digital.
  - (4) Embroidery
    - (a) The officer’s name embroider military style above the right pocket.
    - (b) “SWAT” embroidered above the left pocket.
    - (c) Subdued SPD patches on each shoulder.
- b. Jackets
  - (1) Brand - 5.11 Tactical Series
  - (2) Style #48017 - zipper front with inside liner and hood with Subdued SPD patches on each shoulder.
  - (3) Color- Black.
- c. Rain Jackets
  - (1) Brand – Blauer.
  - (2) Style - Multi pockets, short jacket with hood and required SPD subdued patches on the shoulders.
  - (3) Material – Gortex.
  - (4) Color – Black.
- d. Pants
  - (1) Brand – Blauer
  - (2) Style – F5211 tactical combat pants.
  - (3) Color – Subdued digital.
- e. Rain Pants
  - (1) Brand – Blauer.
  - (2) Style – Pull over with no pockets or alterations.
  - (3) Material – Gortex.
  - (4) Color – Black.
- f. Head Gear
  - (1) Brand – Nomex Balaclava
  - (2) Color – Black.
  - (3) Ballistic Helmet – Black, threat level IIIA with chin strap and optional cloth cover.
- g. Ballistic Entry Vest
  - (1) Black.
  - (2) Threat level IIIA, upgradeable to level IV w/plate insert.
  - (3) Modular design, with removable shoulder, neck, and groin protection.



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- h. Gloves
  - (1) Brand – Nomex.
  - (2) Material – Leather.
  - (3) Color- Black.
  - (4) Model – Black Hawk – 8093LGBK.
  - (5) Length – Mid forearm length.
- i. Equipment Belt- Current authorized equipment and weapon specification shall be maintained by the SWAT commander.

**13. MOTORCYCLE UNIFORM AND EQUIPMENT**

- 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 fastened at all times.
  - (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 the authorized summer or winter gloves.
- d. Motorcycle officers shall be issued:
  - (1) Motorcycle gloves.
  - (2) One (1) 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.
- e. Motor Class A Uniform shall consist of:
  - (1) Long sleeve Class A shirt.
  - (2) Motor breeches "Sintra Meg" brand.
  - (3) Tie and tie bar.
  - (4) Black "Dehner" brand tall motor boots.
  - (5) IKE jacket "Sinatra Meg" brand.
- f. Utility Uniform (Optional)
  - (1) Shirt
    - (a) Brand/Style- tactical uniform shirt.
    - (b) Model #701JAM.
    - (c) Color - Midnight navy .
    - (d) Required alterations - SPD patches, badge tab on left chest.
    - (e) Embroidered nametag may be attached centered above the right breast pocket.
    - (f) An embroidered cloth badge with badge number may be attached to the left chest.
  - (2) Pants
    - (a) Brand - Transcon brand tactical uniform pant.
    - (b) Model #701PAM.
    - (c) Color- Midnight navy.
    - (d) The SAP pocket option is authorized.
- g. Motorcycle Breeches
  - (1) Approved Model - Sinatra brand #BR221 (SFPD style).
  - (2) Material - Polyester blends, wool, or wool blends.
  - (3) Style - To be cut semi-mounted style with modified full peg.
  - (4) Motorcycle breeches shall have a 1 inch nylon stripe starting at bottom of waistband, extending down and centered over the out seams to the bottom of breeches, gold stripe on royal blue background.



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h. Air Mesh Pants

- (1) The air mesh pants shall have "scotch light" reflective strip from the knee to the ankle on the outer part of the leg.
- (2) Model Motoport air mesh pant with liner.
- (3) Material- Kevlar mesh fabric front and back.

i. Shirt

- (1) Long Sleeve
  - (a) Brand - Flying Cross.
  - (b) Model - UD20W9586.
  - (c) Color - LAPD Dark navy.
- (2) Long Sleeve Class C (Optional daily wear that shall be worn with air Mesh components only).
  - (a) Brand - Flying Cross.
  - (b) Model - 47W6610.
  - (c) Color – black.
- (3) Cool Max Short Sleeve- United Uniforms model 580.

j. Motorcycle Boots.

- (1) Material - Leather or Corfam..
  - a. Style - Plain toes, smooth finish, laced over instep not to exceed 8 inches. Upper outside to top to include gore not to exceed four (4) inches, with lace, zipper, or strap and buckle closure.
  - b. Upper Stock - Height to be not less than 18 inches or more than 20 inches.  
Exception - When length of wearer's leg precludes the wearing of boots within prescribed dimensions, a shorter or taller boot may be worn provided the top of the boot after wrinkling at the ankle, is not less than 1 inch below the bone on the inside of the leg, which is known to the boot industry as the boot bone.
- (2) Optional Motorcycle Boots - Danner Acadia model boots or equivalent shall be worn with the air mesh pants.

k. Motorcycle Helmet

- (1) The helmet shall have a radio mic built into it.
- (2) The helmet band and side buttons shall be either silver for Officers or gold for Sergeants and above.
- (3) The helmet shall have the Department metal emblem attached. The emblems shall be either silver for officers or gold for Sergeants and above.
- (4) When the helmet is worn, all leather parts facing outward shall be finished in black.
- (5) Material – Bonder fiberglass construction.
- (6) The "shell" shall:
  - a. Be finished in two colors, black and white, with durable high gloss finish.
  - b. Have a strong, tough exterior shell to deflect blows, resists penetration, and spread the force of impact.
  - c. Have energy-absorbing and face-attenuating liner within the shell.
  - d. Have a suspension system within the liner to accommodate and position the helmet properly on the head.
  - e. Have a visor and Departmental buttons and chin strap.
- (7) Chin Strap
  - a. Material – The chin strap shall be silver in color for officers and gold in color for Sergeants and above.
  - b. The style shall be expansion snake type, 1/2 inch wide and 11 inches long, overall. The eyelets shall be paced at each end to accept a 22-1/2 aligned with the Departmental button.



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- I. Motorcycle Gloves
  - (1) Summer- The leather gloves shall be made of good quality black leather and lined in fabric. The gloves shall allow wearer to retain dexterity, freedom of hand movement, and not prohibit wearer from easily firing handgun.
  - (2) Winter- The leather gloves may be the mitten type of glove that is lined with suitable material to insulate against cold weather. The gloves shall allow wearer to retain dexterity, freedom of hand movement, and not prohibit wearer from easily firing handgun.
- m. Motor Baseball Hat
  - (1) The motor baseball hat shall:
    - a. Be maintained in a clean and professional manner, worn outdoors with the logo facing forward and be free from pins or other items.
    - b. Only be worn during warm weather for sun protection while operating the motorcycle.
    - c. Not be worn with Class A Uniform or used as a substitute for cold weather hat.
  - (2) Color: black
  - (3) Style: "Otto Flex" fit with a closed back.
  - (4) Embroidery
    - a. The front of the baseball hat shall have the motor Wing logo with silver and black stitching.
    - b. The stitching shall be 2.4 inches tall and 2.3 inches wide.
    - c. The words "SPD MOTORS" shall be embroidered in silver lettering that is 3/8 of an inch in height.
    - d. The wings shall go below "SPD" and above "Motors" so they are in the middle.
    - e. The back of the baseball cap shall have the officer's last name embroidered silver lettering that is 1/2 an inch in height.
- n. Motorcycle Jacket
  - (1) The jacket shall have "Scotchlite" reflective strip horizontal across the back shoulder area and vertical along the outside length of the arms.
  - (2) Model – Motoport air mesh with liner.
  - (3) Material – Kevlar.
  - (4) Color- Black.
  - (5) Fastening- Heavy-weight luggage "Talon" vertical zipper.
  - (6) Pockets - Handwarmer pockets without cover flap.
  - (7) Lining- First quality, black in color.
- o. Whistle Chain
  - (1) Color – Silver for Officer, Gold for Sergeants and above.
  - (2) The chain shall be worn attached to the button on the right side epaulet, with the whistle in the right shirt pocket.



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## CHAPTER 4 – SWORN PERSONNEL; REQUIRED UNIFORM CLOTHING AND EQUIPMENT

### 1. NECKTIE

- The approved necktie shall be worn when required by the Office Chief, OOO, or designee and shall only be worn with a long sleeve shirt.
- Model - Samuel Broome #45015-61 or equivalent.
- Material - Polyester blends, or wool blends.
- Color - LAPD dark blue.
- Style - Traditional hand tie or "clip-on" four-in-hand type necktie, with a maximum of 3 inch width.
- Length- The bottom of the tie shall touch the top of the belt buckle when standing at attention.

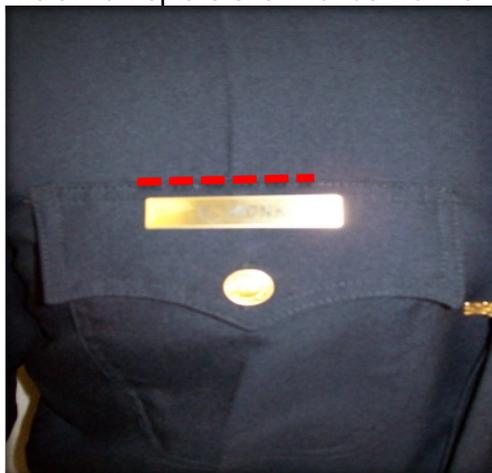
### 2. TIE BAR

- The approved tie bar shall be worn with the tie, positioned horizontally at a level equal to the bottom flap.



### 3. NAME PLATE

- The approved name plate shall be worn on the uniform shirt and centered  $\frac{1}{4}$  of an inch below the top seam on the right pocket flap. The metal nameplate shall not be worn on an embroidered uniform.



- Material/Color
  - Silver (Officers).
  - Gold (Sergeants and Above).
- Lettering
  - The letters shall be block type single letters, engraved deep in the metal and filled with black enamel liquor.
  - Name on plate to consist of no more than 13 letters, include spacing. Plate to include first initial, last name, or first and last name, for example, J. Doe, John Doe.



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### 4. NAME PLATE (Optional)

- a. The first initial and last name may be embroidered centered above the top seam of the right pocket on the Class B uniform shirt.
- b. Embroidery
  - (1) ½ inch Helvetica Condensed Font.
  - (2) Silver thread #0108 for Officers and gold thread #0605 for Sergeants and above.
  - (3) Embroidery is not authorized on the Class A Formal or Honor Guard uniform shirt.



### 5. DEPARTMENT BADGE

- a. The loss or theft of any SPD badge shall be immediately reported to the employee's supervisor.
- b. Officers shall wear the Department-issued badge (seven point star) only. Any exception shall be approved by the COP.
- c. When in uniform, Officers, shall wear the Department issued badge on the outside of the outermost garment over the left breast and always in sight.
- d. Color
  - (1) Silver (Officers).
  - (2) Gold (Sergeants and Above).
- e. Style - Same as, or equal to, Ed Jones Company.
  - (1) Model 466E (Sergeants and above).
  - (2) Model 638 for (Officers).
- f. Shape – Convex with (7) points.
- g. Engraving – Star points and center for Sergeants and above.

### 6. CLOTH BADGE (Optional)

- a. Material – Cloth.
- b. Color- Silver embroidered for police officers, Gold embroidered for Sergeants and above.
- c. Style - Same as, or equal to, Hero's Pride #484.
- d. Shape - Flat with seven (7) points.
- e. Embroidery
  - (1) 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.
  - (2) The Officer's badge number shall be embroidered in navy blue in the center of the badge.
- f. The cloth badge shall not be worn on the uniform shirt.
- g. The cloth badge may be affixed to the following only:
  - (1) Jackets.
  - (2) Raid Vests.
  - (3) Raid Shirts.
- h. Specialty units such as K-9 and the Marine unit may wear the cloth badge with the approval of their Division Commander.



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## 7. DETECTIVE SHIELD

- a. 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 particular rank inscribed in place of "Detective" on the shield.
- b. Material – Metal
- c. Color – Gold

## 8. OFF DUTY SECONDARY BADGE

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

## 9. SERVICE STRIPES

- a. For every five years (5) of service employed by police or Sherriff agency, Department personnel shall wear an approve service stripe on the left sleeve of their long sleeve uniform shirt.
  - (1) The material shall be blue and gold embroidery thread, the colored portion shall be blue, 3/8 inch wide and 2 inches long.
  - (2) The trim surrounding the center blue portion shall be gold and 3/32 inch wide.
  - (3) 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.
  - (4) Additional stripes shall be placed above and parallel to the first stripe with 1/4 inch background space between the stripes.



## 10. INSIGNIA OF RANK

- a. Members with the rank of Sergeant or above shall wear the appropriate insignia of rank with the uniform shirt as outlined in this section.
- b. Chief of Police
  - (1) Four Stars
  - (2) Collar - Plain metal, gold color, 3/8 inch, 5 pointed, with 2 metal clutch fasteners.
  - (3) Shoulder - Plain metal, gold color, 1 inch, 5 pointed, with pin and safety catch.
  - (4) 4 stars shall be worn in a horizontal position on each side of the shirt collar.
  - (5) 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.
  - (6) 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.



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## c. Deputy Chief of Police

- (1) 2 stars
- (2) Collar - Plain metal, gold color, 3/8 inch, 5 pointed, with 2 metal clutch fasteners.
- (3) Shoulder - Plain metal, gold color, 1 inch, 5 pointed, with pin and safety catch.
- (4) 2 stars shall be worn on the shirt collar following the guidelines outlined for the COP.



## d. Captain

- (1) 2 Bars
- (2) 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.
- (3) Shoulder - 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.
- (4) Double bar pin shall be worn on each side of the shirt collar. The front edge of the bottom bar shall be 3/4 of an 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.



## e. Lieutenant

- (1) One Bar.
- (2) Collar - Plain metal, gold in color, 1 bar 5/16 inch wide and 1 inch long.
- (3) Shoulder - Plain metal, gold in color, one bar 3/8 inch wide and one 1 inch long.
- (4) 1 bar shall be worn on each side of the shirt collar.
- (5) The bar shall be positioned according to the specifications for the Captain's insignia.



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## f. Sergeant

### (1) Sleeve Insignia

- a. Three chevrons pointing up with a rocker below.
- b. The patch is 3 inches by 4 inches.
- c. The patch shall be sewn perpendicular to the ground 1/2 inch below the shoulder patches.

### (2) Collar Insignia

- a. Collar insignia(s) may be worn instead of the chevron patch on the short sleeve shirt.
- b. The collar insignia shall be positioned according to the specifications for the Captain's insignia.

## g. Corporal

### (1) Two chevrons pointing up.

### (2) Sleeve Insignia - The patch is 3 inches by 2 1/2 inches.

### (3) The patch shall be sewn perpendicular to the ground 1/2 inch below the shoulder patches.



## 11. PINS AND MERITS OF VALOR

- a. Officers may wear their award pins on their uniform.
- b. Officers may wear the Gold, Silver, and Bronze Medals of Valor, Purple Heart, Lifesaving, Distinguished Service (DSA), Unit Citation, Firearm proficiency, and the 10851 award pins on the left pocket flap of their uniform shirt.
- c. Awards for heroism or meritorious service that are awarded by allied public safety entities may also be worn with the SPD uniform.
- d. Officers with more than 1 award, shall wear the pins on the left pocket flap as follows:
  - (1) 1 pin shall be worn centered directly below the top seam of the pocket flap.
  - (2) 2 pins shall be worn side by side and centered directly below the top seam of the pocket flap.
  - (3) 3 pins shall be worn side by side and centered directly below the top seam of the pocket flap.
  - (4) 4 pins shall be worn with three 3 pins worn as above and the fourth pin centered directly below the middle of the 3 pins.
  - (5) Five 5 pins shall be worn with 3 pins worn as above and two 2 pins centered directly below the ends of the upper middle pin.
- e. All pin(s) shall be worn in descending order from right to left and top to bottom. The order shall be:
  - (1) Gold Medal of Valor.
  - (2) Silver Medal of Valor.
  - (3) Bronze Medal of Valor.



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- (4) Purple Heart.
- (5) Life Saving.
- (6) Distinguish Service Award (DSA).
- (7) Unit Citation.
- (8) FBI National Academy.
- (9) Command College.
- (10) Senior Management Institute for Police (SMIP).
- (11) Sherman Leadership Institute (SLI).
- (12) 10851 Award.
- (13) Semi-Automatic Pistol Award.
- (14) DUI PIN.
- (15) Fitness Pin.

12. EMBLEM/PINS

- a. Employees shall wear only approved emblems and/or pins that are authorized for wear on uniform shirts.
- b. The emblems or pins shall be gold (supervisors) or silver (officers) in color and worn centered 1/2 inch above the right pocket flap.
- c. Department personnel shall be limited to wearing one emblem or pin and a United States flag pin.
- d. When worn, the flag pin shall be the uppermost emblem centered above the right pocket and worn 1/2 inch above any other emblem or pin.
- e. The following emblems and pins are authorized to wear:
  1. EOD Emblem - Bomb Squad.
  2. Motor Officer Wings - Motor Officers.
  3. FTO Pin - Field Training Officers.
  4. K-9 Pin - Canine Officers.
  5. SWAT Emblem - SWAT Officers.
  6. Honor Guard Emblem - SPD Honor Guard.
  7. HNT Pin - Hostage Negotiator Pin.
  8. DUI Pin - DUI Officers.
  9. Wings Emblem - Department Pilots.
  10. Crossed Sabers Pin - Mounted Patrol Officers.
  11. SPD Academy Emblem - Sacramento Police Academy Staff and Recruits.
  12. Anchor Emblem - Officers assigned to the Boat Unit.
  13. Flag Pin - All personnel may wear a United States of America Flag Pin.
  14. PEER Pin-Peer Support Members.
  15. Flags representing military branches or other nations are not approved unless specifically authorized by the COP.
- f. The Peer Pins shall be either gold (Sergeants) or silver (Officers). The peer pins shall only be worn with the Class B uniform.
- g. Employees may wear the DSA pin, awarded by the Department.
  1. Employees shall be limited to wearing 1 DSA Pin, Lifesaving Pin, Unit Citation, or other formal Department award pins.
  2. The pins shall be worn centered 1/2" above the name tag.
  3. Employees wearing a Longevity pin shall wear the pins side by side, the DSA pin to the center of the shirt, and centered 1/2 inch above the name tag.
  4. Awards of merit from allied public safety agencies may be worn on the uniform.



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## CHAPTER 5 - CIVILIAN ATTIRE (ON DUTY SWORN PERSONNEL)

### 1. CIVILIAN ATTIRE

- a. Civilian clothing for on-duty sworn personnel shall be conservative and contemporary business attire.
- b. Appropriate civilian attire may be worn when an employee is unable to wear a required uniform due to a medical condition (i.e., pregnant, wearing a cast, modified duty, etc.) for the duration of the medical condition. Wearing appropriate civilian attire, to include maternity clothing, shall be approved by the employee's immediate supervisor.
- c. Specialized clothing for specific assignments/positions can be worn with approval of the employee's Division Commander.
- d. Vests with Patches/Placards - commonly referred to as a "Raid Vest", shall be kept readily available for a joint operations with Department uniformed police officer and or outside agencies when it is necessary for them to be identifiable as law enforcement.

### 2. CIVILIAN ATTIRE (FEMALE)

- a. Sworn female employees in civilian attire shall wear clean, well fitted clothes that are appropriate for work.
- b. At the discretion of the employee's supervisor, sworn female employees in civilian attire may wear athletic shoes when they are relevant in the performance of job related duties and if they do not conflict with safety regulations.

### 3. CIVILIAN ATTIRE (MALE)

- a. Sworn male employees in civilian attire shall wear clean, well-fitting clothes that are appropriate for work. Employees assigned to administrative positions shall have the option of wearing dress shirts with business suits, or sport jackets and slacks.
- b. Exception: Neckties shall be worn at all functions which dictate the wearing of ties, (i.e., awards luncheons, court, funerals, etc.) or at the direction of Division Commander.

### 4. BUSINESS CASUAL

- a. At the direction of the Division Commander, employees may wear business casual attire in the work place. Questions about the appropriateness of attire should be directed to the employee's immediate supervisor.
- b. Business casual attire for males shall be clean and wrinkle-free, and is defined as but not limited to:
  - (1) Dress or Docker style pants with belt.
  - (2) Collared shirt - Polo or button down.
  - (3) Dress shoes or loafer with appropriate socks.
- c. Business casual attire for females shall be clean and wrinkle-free, and is defined as but not limited to:
  - (1) Dress or Docker style pants with belt or skirt/dress.
  - (2) Collared shirt, tailored shirts or blouses.
  - (3) Closed toe shoes.

### 5. REQUIRED EQUIPMENT

- a. Sworn employee in civilian wear shall wear the following required equipment:
  - (1) Sidearm (fully loaded with Department authorized issued ammunition).
  - (2) Plainclothes duty holster.
    - a. The holster shall be the same as or equal issued by the Department.
    - b. Cross-draw holsters shall not be worn at any time while on duty.
    - c. Holsters commonly known as "ankle or leg holsters" may only be worn with written permission from the employee's Office Chief.
  - (3) Department Badge or Detective Shield
    - a. Gold shields shall be issued to all Detectives and Sergeants assigned to the OOI. The seven point star badge shall be retained to be worn with the police uniform. While on duty, officers shall carry either the Department issued seven star badge or the Department issued Detective shield.
- b. Sworn employees in civilian attire shall wear any additional equipment or supplies as required.



CHAPTER 6 – OUTERWEAR

1. FOUL WEATHER JACKETS

a. General Provisions

- (1) The jackets may have a removable body liner or pile collar.
- (2) An authorized scarf may be worn when a jacket is worn.
  - a. The scarf shall be tucked in to the jacket
  - b. The scarf shall be dark blue or black in color and have no design.
- (3) Insignia of Rank - Members with the rank of Sergeant or above shall wear the appropriate insignia of rank on jackets as specified:
  - a. Chief of Police and Deputy Chief of Police - Insignia of rank may be worn on each shoulder epaulet, evenly spaced between the sleeve seam and shoulder strap button. All emblems centered between the top and bottom edge of the strap.
  - b. Captain and Lieutenant - Bars shall be worn on each shoulder of the jacket, placed so the edge of the outer bar is 3/4 of an inch from the sleeve seam and parallel with it. The bars shall be centered between the top and bottom edge of the shoulder strap.
  - c. Sergeant - The Sergeant's patch shall be 3 inches by 4 inches, and sewn perpendicular to the ground 1/2 inch below shoulder patches.
- (4) The foul weather jacket shall have shoulder patches sewn (not cross stitched) on both sleeves.
  - a. The top of the patch shall be sewn 1/2 inch below the sleeve head seam.
  - b. 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.
- (5) The foul weather jacket shall have a badge tab on the upper left chest.
- (6) The Department nameplate shall be worn on the right breast pocket flap of the jacket. An embroidered nameplate may be affixed 1/4 of an inch above the right breast pocket.

b. Approved Brands/Style

- (1) Horrace Small - Metro style #2599
- (2) Spiewak Weather-Tech style #1775
- (3) Spiewak S3616-011
- (4) Spiewak S527V
- (5) Spiewak Soft Shell Jacket S318Z
- (6) Fechheimer models #78140 and 52150
- (7) Flying Cross 73160
- (8) Elbeco (Regulation) #3714 and #3914 Hiptex lined
- (9) Blauer 6120 and equivalents

c. Approved Color

- (1) Dark navy blue shades no 30 (LAPD)
- (2) ANSI Class 2 High Visibility Yellow

2. RAIN WEAR

a. General Provisions

- (1) Authorized rainwear may be worn at the officer's discretion, during inclement weather.
- (2) The rain jacket shall have a badge tab attached to the left chest breast and the Departmental badge shall be worn. A cloth badge may be affixed to the rain jacket.
- (3) Rain jackets shall have SPD shoulder patches on both sleeves.
- (4) The word "POLICE" shall be affixed across the mid-back in either reflective silk-screen or a patch.

b. Approved Brand/Style

- (1) Spiewak model S578V or S308V
- (2) Flying Cross model 73160 (Optional)

Approved Color

- (1) Black nylon shell with fluorescent VizTech coating on with the reverse side. ANSI 107- 2004 Class 3 conspicuity compliant reflective stripes.
- (2) High visibility yellow. NOTE: High visibility rain gear shall comply with ANSI/ISEA 107-2004 Class 2 or higher conspicuity standards.



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3. IKE JACKETS (Formal Style Jacket – Optional)

a. General Provision

- (1) Service Stars - For each 5 years of service Officers are shall place a star on their left sleeve, 1/4 inch above the Departmental stripes. The service stars shall be white embroidery for police officers and gold embroidery for Sergeants and above.
- (2) Departmental Stripes - Regulation Departmental stripe 1/2 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.
- (3) The Ike jacket shoulder patches shall be sewn (not cross stitched) on both sleeves.
  - a. The top of the patch shall be sewn a 1/2 inch below the sleeve head seam.
  - b. 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.

b. Insignia of rank

- (1) Chief of Police and Deputy Chief of Police - Insignia of rank shall be worn on each shoulder epaulet, evenly spaced between the sleeve seam and shoulder strap button. All emblems shall be centered between the top and bottom edge of the strap.
- (2) Captain and Lieutenant - Insignia of rank shall be worn on each shoulder of the jacket, placed so the edge of the outer bar is 3/4 inch from the sleeve seam and parallel with it. The bars shall be centered between the top and bottom edge of the shoulder strap.
- (3) Sergeant - The Sergeant's patch, 3 inches by 4 inches, shall be sewn perpendicular to the ground 1/2 inch below shoulder patches.

c. Approved Brand/Model/Style/Color

- (1) Sinatra brand, model #JK 123-8818, with a false button front.
- (2) Style - Waist length semi-dress jacket, brass zippered, lapels to be plain peaked, sleeves to be plain with the Departmental stripe sewn on both sleeves 3 inches from the bottom of the sleeves, extending halfway around sleeves from seam to seam and set into the seam at both sides, fully lined, 2 outside breast pockets, badge holder, and "P" buttons (silver for Officers, gold for Sergeants and above).
- (3) Color - Dark navy blue shade no. 30.

4. HEADGEAR

a. Uniform Hat (Lieutenants and above)

- (1) Model "Bayly" #983032 or equivalent.
- (2) Material – Wool.
- (3) Color - Dark navy blue shade no.30 (LAPD).
- (4) The chin strap shall be 1/2 inch two-vellum "permagold".
- (5) Side buttons shall be Department 24-lined gold plated.

b. Visors

- (1) Chief of Police.
- (2) Deputy Chief of Police.
- (3) Captain – Two gold clusters.

c. Uniform Hats (Officers and Sergeants).

- (1) Model "Bayly" (#08NS3AO or equivalent).
- (2) Material – Wool.
- (3) Color - Dark navy blue shade no.30 (LAPD)
- (4) Style - The cap shall be medium-soft metropolitan eight-point style. Closed or open wicker sides are optional.
- (5) The authorized uniform hat shall be worn when designated by the Office Chief, OOO or designee.
- (6) The hat shall be worn on the head when viewed from the sides or front.

d. Chin Straps

- (1) Sergeants – 1/2 inch gold metal, expanding, snake-type construction or two-vellum gold color nylon, fastened with side buttons that are Department 24-lined gold plated.
- (2) Officer – 1/2 inch solid black patent leather strap, fastened with side buttons which are to be silver in color.



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e. Cap Piece

- (1) Material – Metal.
- (2) Color – Silver for police officers; gold for Sergeants and above.
- (3) Style - Same as, or equal to, Ed Jones Company model number 668.
- (4) 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 inch embossed numerals.
- (5) Size – 2 ½ inches high and 2 inches wide for all members of the Department.
- (6) Lettering
  - a. For the rank of Sergeant and above, 1/4 inch embossed gilded letters.
  - b. For the rank of officer 1/4 inch embossed chrome letters.

5. OPTIONAL HEAD GEAR

a. Campaign Hat

- (1) Model - Stratten Hats style S-40DB.
- (2) Hat cords with Acorn style knot silver in color for officers, gold in color for Sergeants and above are required.
- (3) Material - Double brimmed straw.
- (4) Color - Seville blue.
- (5) The campaign hat is not authorized for wear with the Class A formal uniform.

b. Cold Weather Cap

- (1) General Provisions
  - 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.
  - b. The cap shall fit snugly on the head and cover the top of the ear when it is worn.
  - c. The cap shall not extend below the lowest part of the eyebrow.
- (2) Approved Specifications:
  - a. Model - Wigwam F4658 Thermolite Cap.
  - b. Material - AdvanSA Thermolite Polyester.
  - c. Color – Black.
  - d. 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 of an inch in block capital letters. The word "SACRAMENTO" shall be centered above the word "POLICE". The insignia shall silver for officers and gold for supervisors.





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c. Baseball Cap

- (1) Approved Specifications:
  - a. Model - Richardson Flex Fit Model# Pro 585
  - b. Material - Wool
  - c. Color - Dark Navy
  - d. Insignia - "SACRAMENTO" in ½" block capital letters shall be embroidered centered above "POLICE" in ¾" 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.



- (2) General Provisions
  - a. The baseball 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 storm conditions with sustained precipitation.
  - b. The baseball cap shall not be used to:
    - (1) Conceal hair that is not in compliance with the grooming standards contained in this manual.
    - (2) Have any pins or emblems. NOTE: Unit specific designation (i.e. K-9, Traffic, SWAT, POP etc.) or last names may be embroidered on the rear hatband in ½ inch embroidery.
    - (3) Be worn with a Class A uniform, business/business casual attire, or on other occasions as directed by the Division Commander.
- (3) Footwear
  - a. All socks shall be black in color.
  - b. The authorized boots/shoes shall be:
    1. Black, plain toe, with no design, or visible buckles, black heels, soles and welts.
    2. Capable of being polished to a high luster.
    3. Worn when in uniform.
- (4) Sport Shoe (Optional) :
  - a. The optional foot wear shall be black plain toe, have a soft leather upper and have a black soft sole/heel.
  - b. The optional footwear shall be clean and polished to a low luster when worn with uniform.
  - c. The optional footwear shall not be worn for inspections, or other formal occasions, such as banquets, funeral, promotion ceremonies or parades.



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CHAPTER 7 POLICE EQUIPMENT GENERAL PROVISIONS

1. EQUIPMENT

- a. Officers shall be issued a complete equipment belt.
- b. The equipment belt shall be equipped with the required equipment identified in this chapter.
- c. The positioning of the items shall be the individual officer's preference.

2. EQUIPMENT BELT

- a. General Provisions
  - (1) Accumold Elite or nylon gear may be used.
  - (2) Nylon is not authorized for wear with formal Class A or Honor Guard uniforms.
  - (3) The equipment belt shall be worn adjusted so it fits the wearer's waist with no appreciable deviation from a horizontal plane.
- b. Approved Specifications
  - (1) The Bianchi model 7960 duty belt.
  - (2) Nylon - The Bianchi model 7200 Nylon duty belt.
  - (3) Optional - Bianchi Accumold Nylon series of duty belts and accessories or their equivalent.
  - (4) The Bianchi Accumold Elite series of synthetic duty belts and accessories with a basket-weave stamp pattern is the department standard.
  - (5) Previously issued leather duty belts and accessories remain authorized.
  - (6) All accessories should be of same brand as the equipment belt to ensure color match and weave of ballistic nylon. Exceptions may be the holster and radio case.
  - (7) Nylon and Elite series accessories shall not be worn together.
  - (8) Elite series accessories may be worn with polished black leather duty gear.

3. HOLSTERS

- a. Model - Elite - Safariland Model 6280 or approved equivalent.
- b. Style - Nylon - Bianchi Accumold Cruiser model 7105.
- c. A list of additional approved holsters shall be maintained by the Weapons Committee Chair and the Department Armorer.
- d. An authorized holster shall be carried with the safety device locked in position to secure the weapon in the holster.

4. SIDEARMS

- a. The authorized sidearm shall be carried fully loaded with authorized ammunition pursuant to GO 580.04 (Firearms).
- b. The sidearm shall be clean and in a serviceable condition.

5. CONDUCTED ENERGY DEVICE (CED)

- a. The CED shall be carried in the Department authorized holster, pursuant to GO 580.10 (Use of the Conducted Energy Device).
- b. The CED shall be loaded with one live cartridge.
- c. Officers responding to calls for service shall keep their CED readily available at all times.
- d. CED Cartridges - additional CED cartridges may be worn on the equipment belt utilizing the Department authorized cartridge holder.

6. HANDCUFF

- a. Handcuff - Peerless model 700 nickel finish.
- b. Authorized handcuff cases shall be carried while on duty.

7. HANDCUFF CASE

- a. Elite - Bianchi model 7900 single handcuff case.
- b. Nylon - Bianchi model 7302 double magazine pouch.
- c. Authorized handcuffs with the keys shall be carried while on duty.

8. BELT KEEPER

- a. Elite - Bianchi model 7906 equipment belt keeper.
- b. Nylon - Bianchi model 7316 silent key holder.
- c. Approved belt keepers shall be worn in order to keep the equipment belt horizontal.



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9. BATON

a. Expandable Baton

- (1) ESB Peacekeeper International 26" expandable baton - Model 926B.
- (2) ESB Peacekeeper International 29" expandable baton - Model 929B.

b. Wood Baton

- (1) Good quality oak or hickory.
- (2) Color- black satin.
- (3) Finish - handle and body shall have a plain smooth finish and equipped with a black rubber grommet (#21, 1 1/8 inch crutch tip) with the widest end toward the handle.

10. WOODEN/ESB BATON RING HOLDER

- a. (Wood) Elite - Bianchi model 7904.
- b. (Wood) Nylon - Bianchi model 6404.
- c. (ESB) Brand - Peacekeeper International.
- d. Model - 941BWS or 940SLP

11. CHEMICAL AGENT AND CHEMICAL AGENT HOLDER

- a. Officers shall carry the authorized chemical agent and holder.
- b. Chemical Agent - CQB MK-4 OC spray 3.53 ounce Defense Technology model 553412049
- c. Chemical Agent Holder
  - (1) Elite - Bianchi model 7907 MK-44 OC spray pouch.
  - (2) Nylon - Bianchi model 7307 or 7308 OC spray pouch.

12. RADIO AND RADIO CASE

- a. The portable radio and case shall be attached to the duty belt to best meet the needs of each officer.
- b. The radio shall not be positioned to impede the drawing of the sidearm.

13. SHOTGUN SHELL CARRIER

- a. The shotgun shell carrier shall consist of a pressure molded single box, with lid, capable of carrying 3 rounds of 2 ¾ inches 12 gauge shotgun shells.

14. FLASHLIGHT

- a. An authorized flashlight shall be carried during hours of darkness, and shall be immediately available during daylight hours.
- b. If Officers 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.

15. WHISTLE

- a. "Acme Thunderer" brand or equivalent.
- b. The police whistle shall be carried or be immediately available.

16. OPTIONAL EQUIPMENT:

a. Knives

- (1) Folding or locking blade knife.
- (2) Maximum blade length of 4 inches.
- (3) Case shall either be black leather, snap or velcro fasteners, and have a polished basket weave design, or black nylon.
- (4) Each person who elects to carry a knife and case on their equipment belt shall be responsible for all damages, loss, theft, and/or maintenance.
- (5) Knives shall be in a sheath, enclosed carrier, or inside of a uniform pocket and not clipped directly to the duty belt.

b. Eyewear

- (1) Eyewear may be worn at the Officer's option.
- (2) The lenses shall be clear, tinted, any non-fluorescent, or non-reflective shade.
- (3) Frames may be metal or plastic.
- (4) Frames and temple pieces shall be black, dark blue, brown, grey, or a clear plastic.
- (5) Metal frames can be black, silver or yellow gold. No other colors or shades are authorized.



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CHAPTER 8 CIVILIAN PERSONNEL UNIFORM PROVISIONS

1. GENERAL PROVISIONS

- a. The following personnel shall be required to wear a uniform per this manual and applicable labor agreements:
  - (1) Supervising Dispatchers and Supervising Records Assistants.
  - (2) Dispatchers and Police Record Assistant III.
  - (3) Dispatcher and Police Record Assistant II.
  - (4) Dispatcher I.
  - (5) All non probationary Records Division personnel.
  - (6) Identification (ID) Technician Forensic Investigators - Field Assignments.
  - (7) Community Service Officers (CSO) working in the field.
  - (8) Police Facility Personnel.
  - (9) Volunteers in Police Service (VIPS).
  - (10) All other civilian personnel not listed above are not required to wear a uniform, but shall wear suitable civilian attire.
- b. Employees shall wear their uniform when on duty as directed by the Division Commander.
- c. Appropriate civilian attire may be worn when an employee is unable to wear a required uniform due to a medical condition (i.e., pregnant, wearing a cast, modified duty, etc.) for the duration of the medical condition.
- d. Appropriate civilian attire may be worn for VIPS working in administrative positions that don't require a uniform.
- e. Management staff may allow employees to wear appropriate civilian attire when it meets the needs of the Department (e.g clean-up days, office party, moving offices etc). or as outlined in their Division Directive.
- f. Employees, other than ID Forensic and CSO field personnel, shall have the option of wearing civilian attire, in compliance with civilian dress and grooming standards, on the following occasions:
  - (1) All City Holidays
  - (2) Any other occasion designated by the Chief of Police (COP) to commemorate special events of importance to the Department and/or the community.
- g. The Division/Section supervisor may authorize deviations to the civilian grooming standards for appropriate holiday wear (i.e., sweatshirts decorated in Christmas style may be authorized for wear on holidays during that time of the year).

2. CRIME SCENE INVESTIGATION (CSI) UNIFORM

- a. Crime Scene Investigator shirt
  - (1) Brand – Spiewack
  - (2) Models
    - a. SPDU10
    - b. SPDU11
    - c. SPDU15
    - d. SPDU16
  - (3) Color- Dark Navy shade 011.
  - (4) Embroidery
    - a. Employee's first and last name shall be embroidered on the approved uniform shirt.
    - b. The embroidery shall be a 1/2 inch Helvetica condensed font.
    - c. The color of thread shall be gold thread #0605 for supervisors and silver thread #0108 for other CSI personnel.
  - (5) SPD forensics patches shall be placed on each shoulder.
  - (6) Back Patches - A black 6x10 inch patch with the words "CSI" embroidered in gold shall be affixed to the center of the uniform shirt.
- b. Lead CSI may wear civilian attire as determined by the Division Commander.



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- c. CSI Vest
  - (1) Model - Richard Cowell Detective Tactical or equivalent.
  - (2) Color - Black.
  - (3) Material: Nylon mesh.
  - (4) Lead CSI in gold 5 inch letters centered across the back.
  - (5) SPD shoulder patch attached to the left breast.
  - (6) The words "LEAD CSI" on the name tag across the right breast.
- d. CSI Jacket
  - (1) Brand/Model
    - a. Spiewak Weather-Tech style #1775.
    - b. Spiewak S3616-011.
    - c. 5.11 Tactical Series CA# 04719 with hood.
    - d. Flying Cross Fechheimer models #78140.
  - (2) Color – Dark navy
  - (3) Shoulder Patches - Forensic patches in blue and gold.
  - (4) Back Patches - A black 5x10 inch patch with the word "CSI" embroidered in gold letters shall be placed centered on the back of the jacket.
- e. CSI Rain Coat
  - (1) Brand: Spiewak model S308V.
  - (2) Color - Black Nylon shell with fluorescent VizTech coating on the reverse side. ANSI 107-2004 Class 3 conspicuity compliant.
- f. Head Gear
  - (1) Cold Weather Caps - CSI are authorized to wear the same cold weather cap as the sworn personnel. For approved specifications please refer to Outwear chapter in this manual.
  - (2) Base Ball Caps - CSI are authorized to wear the same baseball cap as the sworn personnel. For approved specifications please refer to the outwear chapter in this manual.
- g. CSI Footwear
  - (1) Footwear
    - a. All socks shall be black.
    - b. The authorized boot/shoes shall be:
      - 1. Black, plain toe, with no design, or visible buckles, black heels, soles and welts.
      - 2. Capable of being polished to a high luster.
      - 3. Worn when in uniform.
  - (2) Sport Shoe (Optional): The optional foot wear shall be black plain toe, have a soft leather upper and have a black soft sole/heel.
  - (3) The optional footwear shall be clean and polished to a low luster when worn with uniform.
  - (4) The optional footwear shall not be worn for inspections, or other formal occasions, such as banquets, funeral, promotion ceremonies or parades.
- h. CSI Pin
  - (1) Brand - Premier Emblem.
  - (2) 1/2 inch letters "CSI".
  - (3) Color- Silver for other CSI personnel; gold for supervisors.
  - (4) CSI pins shall be worn 1/2 inch above the right pocket flap.
- i. CSI Badge
  - (1) Model - Sun Badge Company model S121 Model S121.
  - (2) Color- Gold for supervisors or silver for other CSI personnel.
  - (3) 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.



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3. EVIDENCE AND PROPERTY (EPS)

a. General Provisions

- (1) All employees of the Evidence and Property division shall wear the issued uniform or business casual attire while on duty.
- (2) The uniform is optional at the discretion of the Division Commander on specified occasion's i.e. special circumstances or closed to the public.

b. Uniform pants

- (1) Style - 5.11 models 74251, 64355, or equivalents.
- (2) Color- Khaki.

c. Class B uniform shirt

- (1) Style - 5.11 models 74251, 64355 or equivalents.
- (2) Color- Khaki.
- (3) Embroidery
  - a. A Small police patch shall be centered over the left breast pocket.
  - b. The first initial and last name shall be centered over the right pocket.
  - c. The font shall be 1/2 inch Helvetica condensed font silver thread #0108.

d. Polo Shirts

- (1) Style - 5.11
- (2) Model - 41060 Polo or equivalent.
- (3) Color
  - a. Black
  - b. Grey
  - c. Navy
  - d. Green
  - e. Red (for personnel or property assistant working in the armory as a secondary duty only).
- (4) Embroidery
  - a. Approved logo on left breast - seven point star with "Evidence and Property" directly above the star.
  - b. First initial and last on the right breast.
  - c. For all colored polo shirts except grey: 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. For grey polo shirt: The lettering for "Evidence and Property" shall be done in black thread.
  - e. The star shall be outlined in black thread and filled in with silver thread or the star can be outlined and filled in with black thread. The lettering and the building on the star shall be done in silver thread.
  - f. A Small SPD patch shall be affixed only to 5.11 tactical, short sleeved shirts. The patch shall be a small SPD police badge patch affixed to the left breast just above the pocket.

e. Belt

- (1) Brand - 5.11.
- (2) Model - 59419/ w basket weave.

f. Footwear

- (3) Color- Black
- (4) Design - Traditional where the foot is fully encased by the shoe and has a heel or heel strap that retains the shoe on the foot during normal activity during the work day.
- (5) Safety shoes (Steel or Composite toe) are not required but are recommended.
  - a. To qualify for City reimbursement of the purchase price, the shoes MUST contain either a steel or composite toe AND be ANSI compliant.
  - b. All employees that are reimbursed for the cost of safety shoes will be required to wear those shoes as part of their uniform.



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4. CSO, RECORDS, COMMUNICATION, CIVILIAN CSI and VIPS

a. Uniform Hat (CSO)

- (1) All uniform hats shall be worn level on the head when viewed from the side or front.
- (2) Model- Lancaster Style 57.
- (3) Material – Wool.
- (4) Color – Dark navy blue shade no 30 LAPD.
- (5) Style - The cap shall be medium - soft metropolitan eight- point style. Closed or open wicker sides are optional.
- (6) Chin Strap – 1/2 inch wide, solid black patent leather, fastened with side buttons which are to be white in metal.

b. Cap Piece (CSO)

- (1) Material - Metal.
- (2) Color – Silver.
- (3) Style - Same as, or equal to, Ed Jones Company model number 668.
- (4) Design - Hexagon. At top is an eagle in flight; in center, a circled five-pointed star with crossed batons abreast; at bottom, a banner with 3/8 of inch embossed numerals.
- (5) Size – 2 ½ inches high and two 2 inches wide.
- (6) Lettering - 1/4 inch embossed gilded letters.

c. Uniform Shirt

(1) General Specifications

- a. The shirt shall be worn with shoulder patches and insignia of rank when applicable.
- b. All buttons except for the collar button shall be buttoned. When a necktie is worn, the collar button shall be buttoned.
- c. The sleeves shall be rolled up or turned under.
- d. The short sleeve shirt shall have 9 inch sleeves.

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

- a. Model- Flying Cross #6625
- b. Color:
  1. Medium Blue - CSO, Civilian CSI, Records and Communication.
  2. White - VIPS
- c. Sewn in military creases, front zipper, and Velcro pocket closures (Optional).
- d. Volunteer shirts shall be white, have the miniature police shield (3 1/8 inch x 2 ½ inch) patch, or the assigned badge directly over the left breast pocket of the garment.
- e. Volunteer shirts shall have "Volunteer" in gold stitching directly over the left breast pocket and below the miniature police shield or badge on the garment.

(3) Shoulder Patches

- a. Shoulder patches shall be sewn (not cross stitched) on both sleeves with the top of the patch a 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.
- b. One shoulder patch shall be placed on each sleeve of the approved uniform jacket, long sleeve or short sleeve uniform shirt.
- c. 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.
- d. Design/Color – Outer edge and background within seal to be royal blue.
  1. The lettering "POLICE" and seal borders to be gold
  2. The outline of State Capitol, farmlands, airplane, wagon train, industrial park, river, railway, and city to be in gold.
  3. 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, VIP)



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4. Style- Standard SPD shoulder patch shall be "shield shape," 4 inches by 5 inches.
  5. Treatment- Properties of treatment to be non-toxic, non-flammable, and of such a 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.
  6. Details - All lettering shall be sharp and clear.
- (4) VIPS Class C Shirt.
- a. Style- 5.11 models 71049, 61165, or equivalent.
  - b. Color- Dark navy.
  - c. Patch – Small volunteer police patch (4 inch by 2 ½ inch) embroidery centered over the left breast pocket. The word "Volunteers" shall be embroidered in gold stitching centered above the patch and "IN POLICE SERVICE" embroidered in gold stitching centered below the patch.
  - d. Class uniform shirts shall be worn with:
    1. Black or Khaki pants.
    2. Black shoes that fully encase the foot.
    3. Black socks.
    4. Dress Belt- Leather basket weave belt or equivalent.
    5. Shoulder Patches.
- d. Necktie
- (1) The approved necktie shall be worn with the Class A Uniform and as directed by the COP or their designee.
  - (2) Material – Polyester blends, or wool blends
  - (3) Color – Dark blue
  - (4) Style – Clip-on four-in-hand type necktie, with a maximum of a 3 inch width.
- e. Tie Bars
- (1) The approved tie bar shall be worn with the tie.
  - (2) Material
    - a. Plain silver for Dispatcher and Records Assistants I's and II's, CSO's and Volunteers.
    - b. Plain gold for Dispatcher and Records Supervisors III's and above.
  - (3) Style - Clamp-type back and plain bar front without designs and appendages.
  - (4) Size - 5/16 of inch wide by two (2) inches long.
- f. Sweaters (Optional for Communications/Record personnel)
- (1) Sweaters shall be worn with elastic waist band trousers
  - (2) Style - San Francisco Knitting Mills (SFKM) style #5600, #5700, #6600, BroadwayKnitting Mills style #502, School Apparel #6300. Sleeveless - San Francisco Knitting mills, blue in color, Mills style #67215.
  - (3) Color - Dark blue, solid color.
  - (4) Fabric - Polyester blends, acrylic.
  - (5) Style – V-neck, long sleeve or no sleeve, smooth knit, free of design, no collar. Pockets are optional.
  - (6) Buttons - Matching dark blue.
- g. Sweaters (CSO) (Optional)
- (1) Approved Model- Blauer syle no. 206 (lightweight commando sweater)
  - (2) Color- Police blue
- h. FOUL WEATHER JACKET
- (1) General Provisions
    - a. The jackets 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 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.
    - 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.



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- (2) Approved Specifications
  - d. Model
    - (1) Horace Small Metro style #2599
    - (2) Spiewak Weather-Tech style #1775
    - (3) Fechheimer models #78140 and 52150
    - (4) Elbeco (Regulation) #3714
  - (3) Color – Dark navy blue shade no. 20 (LAPD)
- i. UNIFORM PANTS
  - (5) Employees shall only wear authorized uniform pant.
  - (6) Approved Models –
    - a. Fechheimer/Flying Cross models
      - 1. 32278
      - 2. 32289
      - 3. 35289
      - 4. 35291
      - 5. 48289
    - b. Horace Small models
      - 1. 1349
      - 2. 7106
      - 3. 7206
      - 4. 8818
      - 5. 6552 (Elastic waistband uniform pants)
  - (7) Material - Polyester, polyester blends, wool or wool blends
  - (8) Color - Dark blue shade no. 30 (LAPD)
  - (9) Optional - Button rear pockets, back sap pockets
- j. Skirt/Split Skirts (Communications and Records personnel)
  - (1) Skirts – Split type or straight with a 2 inch hem. Taylor made skirts shall use the simplicity pattern #9780.
  - (2) The length may be no longer than mid-calf nor shorter than mid-knee.
  - (3) A kick pleat of six (6) inches may be added to the back panel of the straight skirt.
  - (4) Zippers shall be centered in back.
  - (5) Pockets are optional.
  - (6) Waistbands on pants may have belt loops.
  - (7) When skirts or split skirts are worn, hosiery is mandatory.
  - (8) Belts shall be worn with uniform skirt, or split skirt in the belt loops. Belts shall be worn-with uniform trousers in Class A uniform.
- k. Dress Belt.
  - (1) The authorized dress belt shall be worn with the pants while in uniform.
  - (2) The 1-1/2 inch dress belt shall be constructed of 4-ounce full grain cowhide with standard buckle in chrome finish, or brass for supervisors and above, or velcro closure. There shall be five (5) adjustment holes aligned with the buckle. The belt shall be basket stamped and finished in black leather when complete.
- l. Foot Wear
  - (1) Socks/Hoses:
    - a. All socks shall be black.
    - b. All hoses shall either be taupe, off black or natural flesh tone in color.
    - c. Authorized boots/shoes - The authorized boots shall be black, closed toe and heel, free of unnecessary ornament and may either be oxford, loafer, pump, buckle or lace style.



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- (2) Sport Shoe:
  - a. The optional foot wear shall be black plain toe, with no design and have a black soft upper, soft sole and heel.
  - b. When worn with uniform the optional footwear shall be clean and polished to a low luster.
  - c. The optional footwear shall not be worn for inspections, or other formal occasions, such as banquets, funeral, promotion ceremonies or parades.
- m. Name Plate:
  - (1) The approved name plate shall be worn on the uniform shirt and centered 1/4 of an inch below the top seam on the right pocket flap. The metal nameplate shall not be worn on an embroidered uniform (See Chapter 4 for an example).
  - (2) Material
    - a. Silver – Dispatcher, Records Assistant I's and II's and VIPS
    - b. Gold -Dispatcher and Records Supervisors III's and above.
  - (3) Lettering
    - a. The letters shall be block type single letters, engraved deep in the metal and filled with black enamel liquor.
    - b. Name on plate to consist of no more than 13 letters, include spacing. The name plate shall include first initial, last name, or first and last name, for example, J. Doe, John Doe.
- n. Badge
  - (1) Color-Hard Blue.
  - (2) Material:
    - a. Silver/high chrome (Volunteers, Dispatcher and Record Assistant I and II)
    - b. Yellow/gold perm atone (Dispatcher and Records Assistant III and above)
  - (3) Style – Seven point star; same as or equal to Ed Jones Company style #727C; seven point star. The badge shall be equipped with a safety catch.
  - (4) Engraving:
    - a. The word "COMMUNICATIONS", "RECORDS" or "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.
    - c. Dispatchers, Records Assistant I's and II's, shall have the badge number at the bottom point of the star.
    - d. Dispatchers, Records Specialist 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 as indicated in the table below.

Title	Bottom Ribbon Engraving
Dispatcher III	Dispatcher III
Police Records Specialist	Supervisor
Supervising Police Records Assistant	Supervisor
Supervising Dispatcher	Supervisor
Assistant Public Safety Communications Manager	Assistant Manager

- o. Emblems (Optional)
  - (1) Employee shall wear only approved emblems that are authorized for wear on a uniform shirt, sweater or vest.
  - (2) Department personnel shall be limited to wearing two (2) emblems or pin and a United States Flag Pin.
  - (3) When worn, the flag pin shall be the uppermost emblem centered above the right pocket and worn 1/2 of an inch above any other emblem or pin.
  - (4) When worn, the Longevity pin, shall be worn centered 1/2 of an inch above the name plate.
    - a. Employees wearing a Longevity Pin shall wear the pins side by side the DSA Pin to the center of the shirt, and centered 1/2" above the name tag.
  - (5) Employees shall be limited to wearing one (1) Distinguished Service Award (DSA) Pin, Lifesaving



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Pin, Unit Citation, or other formal Department Award Pins.

- (6) The following emblems and pin are authorized to wear:
- a. Longevity pin.
  - b. Flag pin.
  - c. CTO pin.
  - d. 911 Communications (Communications personnel only).
  - e. Peer Support pin (Members of Peer Support Only)
    1. The Peer Support pin shall only be worn by members of peer support unit.
    2. The pin shall be silver for Dispatcher and Records Assistant I's and II's) and Gold for Dispatcher, and Records Assistant III's and above.

### 5. POLICE FACILITY PERSONNEL

- a. 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.
- b. During inclement weather, employees are authorized to wear a jacket or sweater. The jacket or sweater shall present a neat, clean, and professional appearance.
- c. Employees may wear thermal tops and or undershirts underneath their uniforms. The thermal tops/undershirts shall either be black, white, gray, or dark blue in color.
- d. Employees may wear athletic shoes that are either black or white in color, and are fully encased.



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## CHAPTER 9 CIVILIAN EMPLOYEES NOT REQUIRED TO WEAR A FORMAL UNIFORM

### 1. ATTIRE

- a. 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.
- b. Employees shall wear business attire; however, with the approval of the Division Commander, employees may wear business casual attire.
- c. Male employees assigned to administrative positions shall have the option of wearing a business suit with a dress shirt and tie, or a sport jacket with a collared dress shirt and slacks.
- d. Printed T-shirts or sweatshirts (with the exception of Department sponsored shirts), shorts, cut-offs, athletic or sweatpants, form fitting stretch pants, or overalls shall not be acceptable attire.
- e. Boots, heels, flats, and athletic shoes, may be worn. Thong-type shoes or sandals shall not be worn.
- f. Concerns regarding the appropriateness of attire shall be directed to the employee's supervisor.

### 2. GROOMING

- a. Employees may wear their hair loose in a reasonable length, unless it is determined by the Department Manager that the length interferes with the ability to do the assigned task(s).
- b. Fingernails may extend up to 1/4 inch beyond the tips of the fingers. Fingernail polish, if worn, shall be limited to solid colors conservative in nature with no artwork or decoration.
- c. Concerns regarding appropriate grooming standards shall be directed to the employee's supervisor.



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CHAPTER 10 SWORN GROOMING STANDARDS

1. JEWELRY

- a. Items of visible jewelry that may be worn with the uniform shall be limited to:
  - (1) Bracelets or necklaces worn for medical notification purposes.
  - (2) A total of 2 conservative rings may be worn. For the purpose of this order, a set of wedding and engagement rings shall be considered as 1 ring.
  - (3) The wearing of earrings and observation necklaces shall be prohibited. Exception: If officers are working an undercover operation and the earring would be considered part of their appropriate dress.
- b. Items of jewelry while in non-uniform duty shall be conservative and shall not detract from a business like appearance.

2. HAIR

- (a) Hair shall present a well-groomed conservative appearance.
- (b) Hair on top and sides of the head (including Afro styles) shall be neatly trimmed and groomed so it appears neat when a hat is worn, but shall not extend outward from the top and sides of the head beyond two (2) inches.
- (c) If styled or combed forward, it shall be no lower on the forehead than 3/4 of an inch above the high point of the eyebrows.
- (d) Wigs or hair pieces shall be in compliance with this order. Wigs or hair pieces shall match the normal color of the Officers hair.

3. MALE OFFICERS

- (a) Hair styles shall not extend more than half-way below the top of a uniform shirt collar (buttoned, with tie) while sitting or standing upright.
- (b) Hair may extend over the ear to the bottom of the auditory orifice.
- (c) Sideburns shall be kept neatly trimmed so as to preclude bushy styles and shall not exceed two inches in width. The base shall be a clean shaven horizontal line. The length shall not extend below the bottom of the earlobe. (Other than wigs, no observable artificial means can be used to comply with the above standards).
- (d) Facial Hair
  - (1) The facial hair shall be clean shaven.
  - (2) Mustaches are permitted; if a mustache is worn it shall be kept neatly trimmed.
    - a. The portion of the mustache above the upper lip shall not fall beneath the top of the upper lip. No portion shall extend more than 1/2 and inch beyond nor more than 1/4 of an inch below the corners of the mouth.
    - b. Personnel with a medical condition precluding shaving shall present a written statement, signed by a physician, verifying such condition.

4. FEMALE OFFICERS

- (a) Hair
  - (1) All hair styles shall be neat while the officer is on duty.
  - (2) The hair be combed or pulled back over the ears but shall not extend below the bottom of the ears.
  - (3) The hair combed in front of the ears shall extend no lower than the bottom of the ears and no more than two inches in front of the ears.
  - (4) Hair on the back of the head shall be worn so it does not extend below the bottom of the collar when in the standing position.
  - (5) No decorations shall be worn in the hair however. However, clips or pins that are the same color of the hair may be worn.
  - (6) Long hair may be worn pinned close to the scalp, but may not extend more than 2 inches from the head and must present a professional appearance.
- (b) Cosmetic
  - (1) Make-up (if worn) shall be subdued.
  - (2) False eyelashes are prohibited.



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- (c) Fingernails
    - (1) Shall be clean, trimmed and not extend more than 1/4" beyond the tips of the fingers.
    - (2) Fingernail polish (if worn), shall be a solid color and conservative in nature. Artwork or decorations are prohibited.
  - (d) Brassieres that provide adequate support shall be worn. Brassieres are optional when wearing flexible body armor.