



Vancouver Police Department

# *Uniform Manual*

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# CHAPTER 1

## Rules and Regulations

### **1.1 - Purpose and Scope**

The purpose of this policy is to provide guidelines regarding required uniforms and clothing for all personnel. Specific grooming standards are outlined in the Department Personal Appearance policy.

### **1.2 - Policy**

The regulations outlined in this policy ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms, promote consistent wear of the uniform and establish a uniform standard that projects professionalism and the image of an alert, responsive agency which takes pride in its work.

### **1.3 - Wearing and Condition of Uniform and Equipment**

Police employees wearing a proper uniform display an image of a professional and responsive police agency that takes pride in its work. The uniform also serves the equally important purpose of identifying the wearer as a law enforcement authority and a source of assistance in an emergency, crisis or other time of need.

Police employees will present a professional appearance and are responsible for wearing the proper and complete department uniform in compliance with the specifications outlined in this policy.

### **1.4 - General Requirements**

The following general requirements apply for all types of uniforms:

- 1) The Chief of Police approves all uniforms.
- 2) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, of proper fit and appear professionally pressed.
- 3) All sworn employees shall keep a Class A and Class B patrol uniform at their unit of assignment along with all other required patrol equipment.
- 4) All supervisors will perform quarterly inspections of their personnel to ensure conformance to these regulations. Supervisors may conduct an inspection of the Department approved/issued uniform, equipment and property at any time and without advance notice.
- 5) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform.

### **1.5 - Wearing the Uniform**

Officers shall comply with the following requirements regarding wearing a uniform:

- 1) Any shirt, jacket, etc., worn as the outermost layer of the officer's uniform shall contain a nametag on the right side chest of the uniform item. The uniform shall also display the officer's badge or badge emblem on the left side chest of item.

- 2) Uniforms will be worn with all buttons completely fastened. The only exception will be the top button of the lay-down collar shirt.
- 3) The wearing of long sleeve or short sleeve uniform shirts will be at the discretion of the individual employee. The long sleeve uniform shirt will be worn with the cuffs buttoned.
- 4) Only black t-shirts are authorized for wear under uniform shirts. All t-shirts shall be in good repair. The sleeves of the t-shirt shall not protrude below the sleeve of the uniform shirt.
- 5) When cold weather dictates, a mock turtleneck, true turtleneck shirt, or dickey may be worn. It shall be black in color.
- 6) The uniform should not be worn outside of the jurisdiction of the city of Vancouver except in the performance of duty, for travel to and from work, or at other official department functions or events.
- 7) Civilian attire shall not be worn in combination with any distinguishable part of the police uniform.

### **1.6 - Requirements for Department Training**

While attending department training that does not require specific attire or equipment, the following standards will apply:

- 1) Personnel may wear business casual attire. Jeans are acceptable provided they are clean, professional-looking and without rips or tears.
- 2) All department grooming standards shall apply.
- 3) If training is on a normally scheduled work day, officers must be prepared to respond to a call as soon as possible, if necessary. Officers' uniform, gun and required equipment must be accessible at their duty location.

### **1.7 - Political Activities, Endorsements, and Advertisements**

Unless authorized by the Chief of Police or designee, employees and volunteers may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Vancouver Police Department to do any of the following:

- 1) Endorse, support, oppose, or contradict any political campaign or initiative.
- 2) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- 3) Endorse, support, or oppose, any product, service, company or other commercial entity.
- 4) Knowingly appear in any commercial, social, or nonprofit publication, or any motion picture, film, video, public broadcast, or any website.
- 5) Attend a community function.

## CHAPTER 2

### Wearing the Uniform

#### 2.1 - Insignia and Patches

If issued or authorized by the department, insignia and patches will be worn as follows:

- 1) Badge: The department issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.

A VPD breast badge with appropriate rank will be issued to every sworn member. They shall be worn on the left breast of the shirt and jacket. Use of the department badge, or its likeness, or any other department insignia on private clothing is prohibited unless expressly authorized by the Chief of Police.

- 2) Shoulder Patches: The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, one inch (1") below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- 3) Rank Insignia: Members will only wear those rank devices appropriate to their rank. The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

Corporals and Sergeants will wear cloth chevrons sewn on the sleeves of uniforms and jackets. Lieutenants, Commanders, Assistant Chiefs and the Chief of Police will wear rank insignia on the collars of uniform shirts and the shoulders of jackets. Rank insignia consists of the following items:

- a. Corporal – 2 chevrons
  - b. Sergeant – 3 chevrons
  - c. Lieutenant – one gold bar
  - d. Commander – one gold oak leaf cluster
  - e. Assistant Chief – two gold stars
  - f. Chief of Police – three gold stars
- 4) Insignia Placement:
    - a. Chevrons
      - i. Chevrons will be worn on all uniform shirts and outer garments by members of the rank of Corporal & Sergeant.
      - ii. Shirt placement - Chevrons will be worn on each sleeve of all shirts, coveralls, and jackets. The point will be centered on the Department shoulder patch. The point shall be one half inch (1/2") below the shoulder patch, unless the sleeve's length requires the point and shoulder patch to be closer together.
    - b. Bars
      - i. Patrol Jacket – Bars will be centered on the epaulet, with the length of the bar(s) parallel to the shoulder seam. The longer edge of the bar(s) will be spaced one inch (1") from the shoulder seam. Insignia will be one inch (1") in size, gold in color, and have a smooth finish.

- ii. Uniform Shirt- Bars will be centered on the front edge of the collar. The longer edge of the bar(s) will be spaced one quarter inch (1/4") from, and parallel to, the front edge of the collar. Insignia will be three quarters inch (3/4") in size, gold in color, and have a smooth finish.
  - c. Oak Leaves
    - i. Patrol Jacket - will be centered on the epaulet, with the bottom edge of the stem directed toward and spaced one inch (1") from the shoulder seam. Insignia will be one inch (1") in size, gold in color, and have a fully embossed finish.
    - ii. Uniform Shirt - will be centered between the top and bottom edges of the collar. The bottom of the oak leaf stem will be directed toward the collar point. The centerline of the insignia will be placed along the imaginary line that bisects the collar angle. Insignia will be three quarters inch (3/4") in size and have a fully embossed finish.
  - d. Stars
    - i. Patrol Jacket - will be centered on the epaulet. The bottom two points of the stars are to be directed toward the front of the uniform. Insignia will be one inch (1") in size, gold in color, and have a smooth finish.
    - ii. Uniform Shirt - will be centered on a horizontal line between the top and bottom edges of the collar. The leading or forward edge will be one half inch (1/2") from the front edge of the collar. The upper point of the insignia will point toward the top edge of the collar. Insignia for single and double stars will be five eighths inch (5/8") in size, gold in color, and have a smooth finish.
- 5) Service bars: Service bars are optional and only those issued by the department may be worn, machine stitched onto the uniform shirt. The bottom of the service stripe shall be sewn the width of one and one-half inches (1 ½") above the cuff seam. The stripes are to be worn on the left sleeve only, consistent with their years of service, one bar for every five (5) years of civilian law enforcement experience.
- 6) Name Tag: An officer's name shall be visible to the public on the duty uniform. When in the Class A or Class B uniform, a department issued nameplate shall be worn with the top of the nameplate flush with the top of the right pocket, located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

All name tags will be formatted as: First Initial, Last Name (e.g., "P. Officer")

When the department issued Class C uniform is worn, the officer's name shall be affixed by sewn-on department issued nametape.

When a jacket is worn, the officer's name shall be affixed by embroidery, sewn-on department issued nametape or department issued nameplate, depending on the jacket type.

- 7) Award Ribbons: Members may wear up to three (3) of their highest earned award ribbons on the Class 'A' or Class 'B' uniform shirt. Ribbon bars will be worn centered one quarter inch (1/4") above the name plate on the uniform shirt and arranged by highest order of precedence from left to right, as viewed from the front. Multiple ribbons shall be mounted on an appropriately sized ribbon mounting bar.

These awards should be displayed in the order listed below from the highest to the lowest:

- 1) Medal of Honor
  - 2) Medal of Valor
  - 3) Silver Star Medal
  - 4) Medal of Distinction
  - 5) Purple Heart
  - 6) Life Saving Award
  - 7) Career Service Medal
  - 8) Meritorious Service Award
  - 9) Special Service Award
  - 10) Team Commendation
- 8) Assignment Insignia Devices: Only authorized assignment insignia devices may be worn on the uniform shirt centered one quarter inch (1/4") above the name tag or award ribbons, if worn. Although an officer may be assigned more than one insignia, only one insignia device may be worn at a time.

The following assignment insignias are currently authorized:

- a. SWAT – Special Weapons and Tactics Team
  - b. CNT – Crisis Negotiators Team
  - c. TEMS – Tactical Emergency Medical Support
  - d. FTO – Field Training Officer
  - e. K-9 – Canine Unit
  - f. SRO – School Resource Officer
  - g. PIO – Public Information Officer
  - h. “Motor Wings” – Motorcycle Officer
  - i. “Traffic Wheel” – Traffic Officer
- 9) Flag Pin: An American flag pin may be worn on the corner of the left pocket flap, closest to the centerline of the shirt. The pin should not be larger than three quarters inch (3/4") wide.
- 10) Tie Bar: Flat straight silver or gold to match the badge, is to be positioned centered on the tie (from top to bottom).
- 11) Mourning Band: Uniformed employees may wear a black mourning band horizontally across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:
- a. An officer of this department – from the time of death until midnight on the 14th day after the death.
  - b. An officer or deputy from another law enforcement agency – from the time of death until midnight on the day of the funeral.
  - c. While attending the funeral of a law enforcement officer.
  - d. National Peace Officers Memorial Day (May 15th) – from 0001 hours until 2359 hours.
  - e. As directed by the Chief of Police.

No patches, badges or other decorations may be worn on the uniform, except as approved by the Chief of Police.

- 12) Headgear: The department authorizes the following headgear:
- a. Sworn members are encouraged to wear the traditional uniform hat with emblem in formal settings. While on patrol, training, or otherwise less formal activities,

- department members may wear the department-issued ball cap (See Uniform Specification Sheet maintained by Logistics).
- b. During inclement weather conditions, a department issued black fleece (or similar material) watch cap, or a department issued rain hat, may be worn. If purchased and worn by the officer, the headgear should match the current department-issued headgear (See Uniform Specification Sheet maintained by Logistics).
  - c. Sworn members will be issued a ballistic helmet, which is to be readily accessible to the officer during normal duty hours.
  - d. Any headgear authorized by the Division Commander for the purpose of safety or operational need.
- 13) Footwear: Sworn uniformed department members may wear either shoes or boots made of a shined leather toe, solid black in color, and clean in appearance. Footwear shall have no ornate stitching or extreme heel or fancy toe style. Black socks shall be worn if wearing low-quarter or low-top shoes. When wearing long pants, the ankle and leg should be completely covered by the pant leg, boot, or sock.
- 14) Jackets: The following jackets are authorized for wear:
- a. Patrol Jacket: "WaterShed Stormforce Alpha Duty", **NAVY MIDNIGHT**, with shoulder patches, badges and name tape as designated above.
    - i. May be worn with ALL classes of uniform.
  - b. Utility Jacket: "5.11 Sabre 2.0", **BLACK**, with Velcro shoulder patches, and three zip out ID panels
    - i. May only be worn with Class "M" (Business Attire) and Class "N" (Plain Clothes).
    - ii. "POLICE" silk-screened on rear panel and right front panel; Badge silk-screened on left front panel
  - c. Bicycle Officer: TBD
    - i. May only be worn with Class "I" (Bike Uniform).
  - d. Firearms Instructor: "Marmot Minimalist Rain Jacket", **CINDER GRAY**.
    - i. May only be worn when instructing as Firearms Instructor.
  - e. EVOG Instructor: "3A Safety, 3 Season Waterproof Thermal Jacket w/ Removable Liner", **LIME**.
    - i. May only be worn when instructing as an EVOG Instructor.
  - f. Volunteer: "Tingley Icon Rain Jacket", **HI-VIS YELLOW/GREEN**, with "Police Volunteer" silk screening on front and back.
    - i. May only be worn with Class "L" (Volunteer Uniform).
  - g. PST: "Tingley Icon 3.1 Rain Jacket", **HI-VIS YELLOW/GREEN**, with "Police Service Technician" silk screening on front and back; "City of Vancouver" logo above left breast pocket. "City of Vancouver" embroidery on left breast of fleece liner. "Police Service Technician" embroidery on right breast of fleece liner.



## CHAPTER 3

### Uniform Classes

#### Standard and Optional Uniforms

Every rank and assignment have designated standard and, in some cases, optional uniforms identified in the Uniform Matrix (Appendix A).

The standard uniforms are those uniforms that personnel are expected to wear on a daily basis. If the operational needs of certain assignments require the use of different uniforms, those assignments are authorized optional uniforms.

The wearing of the optional uniform may be based on the type of mission, weather considerations, mission tempo, etc. Authorization to wear an optional uniform must be obtained from the Division Commander, or designee, prior to use. Optional uniforms, if desired, shall be purchased at the member's expense and be of the make, model and material identified by the Department. (See Uniform Specification Sheet maintained by Logistics.)

### **3.1 - Class A - (Dress Uniform)**

**Shirt:** 100% Wool, Long or short sleeve, **NAVY**.

**Trousers:** 100% Wool, **NAVY**.

**Neckwear:** Clip on tie, **NAVY**. (Only with long sleeve shirts)

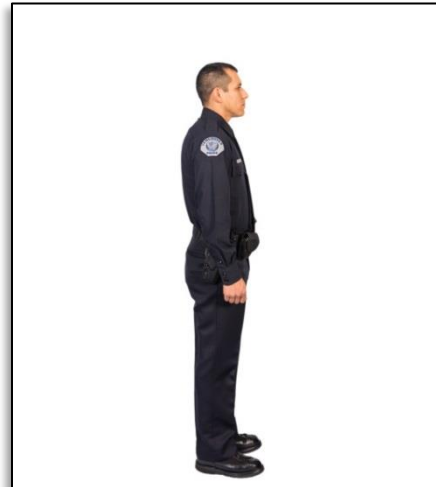
**Nameplate:** Nameplate, **SATIN SILVER**, (Officers and Corporals)

**Nameplate:** Nameplate, **SATIN GOLD**, (Sergeant and above)

**Belt:** Trouser, **BLACK**, plain leather, synthetic, or nylon.

**Footwear:** **BLACK**, highly polished boots or shoes.

**Funerals and Ceremonial Functions:** To maintain attire consistency among Department members participating in funerals and ceremonial functions, please wear long sleeve shirt and tie to these events. Also, limit items carried on the gunbelt to firearm, holster, magazine pouch, belt keepers and handcuff case(s), unless directed otherwise by the Office of the Chief.



### **3.2 - Class B - (Patrol Uniform)**

**Shirt:** Poly 75%/Wool 25% blend, Long or Short sleeve, **LAPD NAVY**.

(**BLACK** undershirt must be worn and undershirt's sleeves are not to be visible).

**Trousers:** Poly 75%/Wool 25% blend; Side Seam pocket pant or Cargo pocket pant, **LAPD NAVY**

**Nameplate:** Nameplate, **SATIN SILVER**, (Officers and Corporals)

**Nameplate:** Nameplate, **SATIN GOLD**, (Sergeant and above)

**No necktie is worn.**

**Belt:** Trouser, **BLACK**, plain leather, synthetic, or nylon.

**Footwear:** **BLACK**, boots or shoes.

**Headwear:** **BLACK**, "VPD" embroidered baseball cap (optional)



### **3.3 - Class B – EXTERNAL CARRIER - (Patrol Uniform)**

**Shirt:** 5.11 PDU Rapid Shirt, Long sleeve or Short sleeve, **MIDNIGHT NAVY (BLACK** undershirt must be worn and undershirt's sleeves are not to be visible),

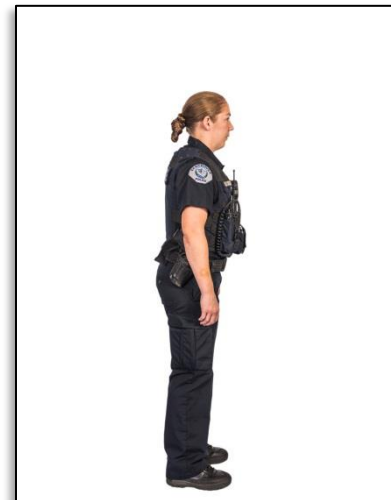
**No necktie is worn.**

**Trousers:** Same as Class B above

**Belt:** Trouser, **BLACK**, plain leather, synthetic, or nylon.

**Footwear:** **BLACK**, boots or shoes.

**Headwear:** **BLACK**, "VPD" embroidered baseball cap (optional)



### **3.4 - Class C – (Utility Uniform)**

**Shirt:** Poly 70%/Rayon 28%/Lycra 2% blend, Long or Short sleeve, **LAPD BLUE**.  
(**BLACK** undershirt must be worn and undershirt's sleeves are not to be visible).

**Trousers:** Poly 70%/Rayon 28%/Lycra 2% blend, Cargo pocket pant

**Cloth badge and name tape.**

**Belt:** Trouser; **BLACK**; Leather, synthetic, or nylon.

**Footwear:** **BLACK**, boots or shoes.

**Headwear:** **BLACK**, "VPD" embroidered baseball cap (optional)

Unless identified as the "Standard" uniform, Class C uniforms will be issued and worn at the discretion of the Division Commander.



### **3.5 - Class D - (BDU & Polo)**

**Shirt:** Polo, **DARK NAVY, CHARCOAL & RED**, Long or Short sleeve, Embroidered Police Badge and \*optional Silk-Screen "Police" on sleeves and back (SWORN)/Embroidered City Logo (CIVILIAN); **SILVER** embroidery and silk screening for all Polo shirts (BLACK undershirt must be worn and undershirt's sleeves are not to be visible).

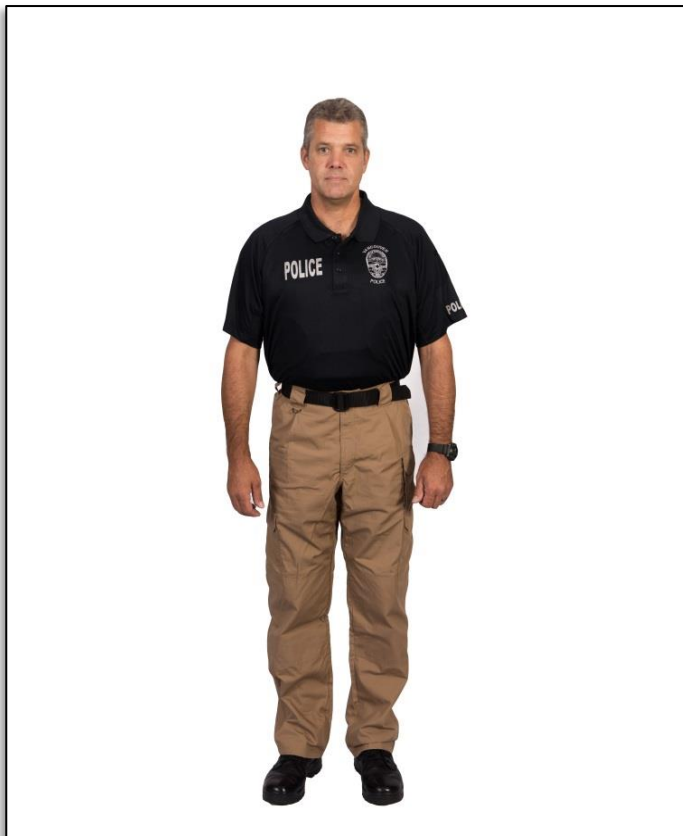
**Trousers:** BDU-style Pant, **KHAKI**

**Belt:** Trouser; **BLACK**; leather, synthetic, or nylon.

**Footwear:** Dark colored boots or shoes.

\*NOTE: "Police" silk screening is optional for units operating in the field

**RED** Polo shirts are only for designated Instructors during a training session



### **3.6 - Class E - (Jumpsuit)**

**Uniform:** Patrol Suit; **DARK NAVY**; Cloth badge, name tape and shoulder patches; "Police" back panel

(**BLACK** undershirt must be worn and undershirt's sleeves are not to be visible).

**Belt:** Trouser; **BLACK**; Leather, synthetic, or nylon.

**Footwear:** **BLACK**, boots or shoes.



### **3.7 - Class F - (Motor Uniform)**

**Shirt:** Poly 70%/Rayon 28%/Lycra 2% blend, Long or Short sleeve, **LAPD BLUE**. (*Same as Class C*) (**BLACK** undershirt must be worn and undershirt's sleeves are not to be visible).

**Trousers:** Poly 70%/Rayon 28%/Lycra 2% blend, Cargo pocket pant, **LAPD BLUE** (*Same as class C*)

**Cloth badge and name tape.**

**Belt:** Trouser; **BLACK**; leather, synthetic, or nylon.

**Footwear:** **BLACK**; boots.

**Headwear:** Motorcycle helmet, while riding motorcycle

**Raingear:** Water Shed "StormForce" Alpha Jacket & "StormForce" Bravo Pants, **BLACK**





### **3.8 - Class G - (Special Operations)**

**Shirt:** BDU-style Shirt; **GREEN or MULTICAM (SWAT); BLACK (TEMS, CNT, CDT); NAVY BLUE (K9, Arson, MEDU)**; Long sleeve; Cloth Police Badge, Shoulder Patches and Name Tape. (**BLACK** undershirt must be worn and undershirt's sleeves are not to be visible).

**Trousers:** BDU-style Pants; **GREEN or MULTICAM (SWAT); BLACK (TEMS, CNT, CDT); NAVY BLUE (K9, Arson, MEDU)**

**Belt:** Trouser; **BLACK**; leather, synthetic, or nylon.

**Footwear:** Dark colored boots or shoes.



### **3.9 - Class H - (Honor Guard)**

**Jacket:** 4-Button Coat; **MIDNIGHT BLUE**; 55%/45% Poly/Wool Elastique Premium Fabric; Nickel "P" Buttons; Premium Epaulettes with **SILVER** Nylon Trim; Marine style scallops on sleeves, trimmed with **SILVER** braid and 3 buttons.

**Shoulder Cord:** Single Loop Nylon; **SILVER**; Cobra style.

**Trousers:** **MIDNIGHT BLUE** 55%/45% Poly/Wool Elastique Premium Fabric w/ 1" **SILVER** Nylon braid.

**Headwear:** Round Style Hat; **MIDNIGHT BLUE**; 55%/45% Poly/Wool Breathable Tropical Weave;

**BLACK** Hi-Gloss visor; Black Chinstrap; **SILVER** Nylon Cap Braid, attached; Nickel "P" buttons.

**Tie:** Velcro; **BLACK**.

**Gloves:** Grip Dress Gloves; **WHITE**; Standard cotton glove; Plastic nodules over the surface of the palm and fingers; Plain backing.

**Footwear:** **BLACK**, highly polished boots or shoes.



### **3.10 - Class I - (Bike Uniform)**

**Shirt:** Bike Patrol Polo, **ROYAL BLUE/BLACK**, Short sleeve, Embroidered Police Badge and Silk-Screen "Police" on sleeves and back

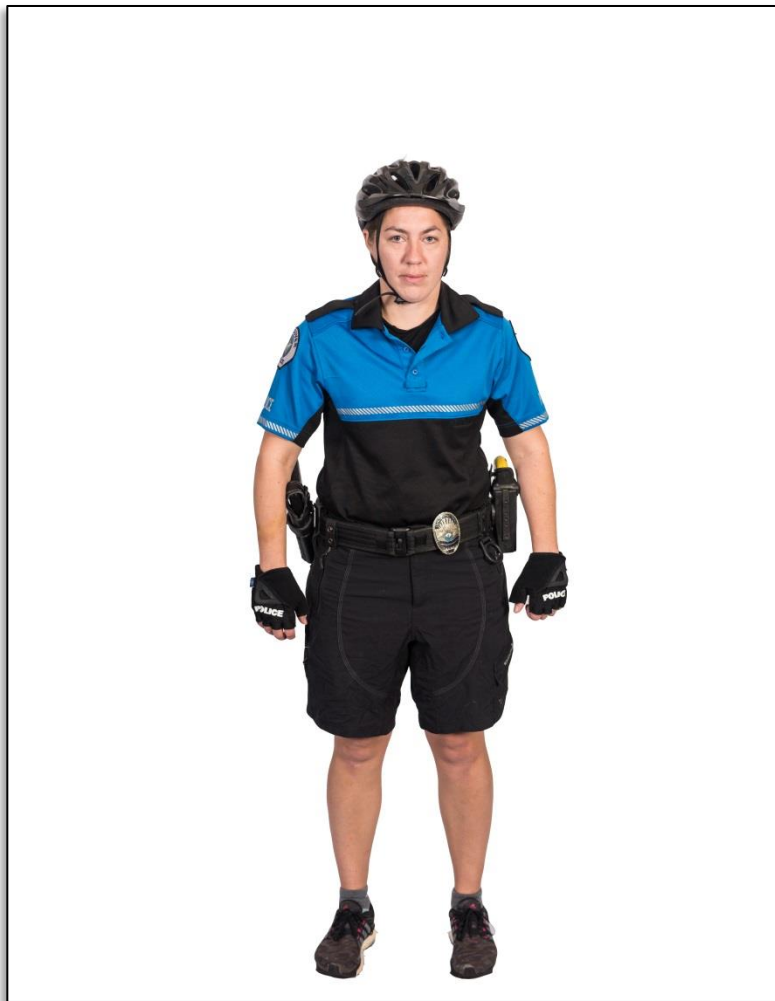
(**BLACK** undershirt must be worn and undershirt's sleeves are not to be visible).

**Trousers:** Bike Shorts, **BLACK**

**Belt:** Trouser; **BLACK**; leather, synthetic, or nylon.

**Footwear:** Dark colored boots or shoes.

**Headgear:** Helmet, **BLACK/CHARCOAL**



### **3.11 - Class J - (Recruit Uniform)**

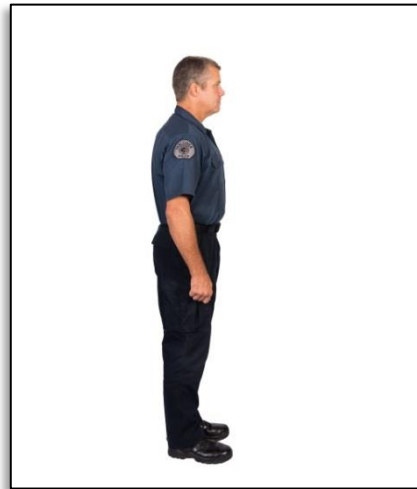
**Shirt:** BLEA Academy Uniform Shirt, **NAVY**

(**BLACK** undershirt must be worn and undershirt's sleeves are not to be visible).

**Trousers:** Ripstop BDU, **NAVY**

**Belt:** Trouser; **BLACK**; leather, synthetic, or nylon.

**Footwear:** **BLACK**, boots or shoes.



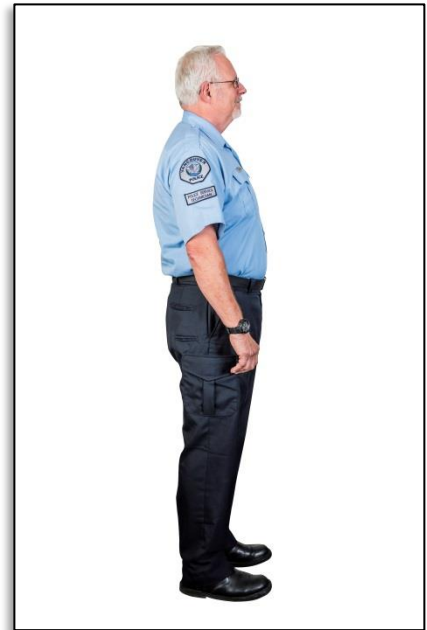
### **3.12 - Class K - (Police Service Technician)**

**Shirt:** Poly 65%/Rayon 35% blend; **MEDIUM BLUE**; Long or Short sleeve; Shoulder patches w/ "POLICE SERVICE TECHNICIAN" rocker; Embroidered "City of Vancouver" logo (**BLACK** undershirt must be worn and undershirt's sleeves are not to be visible).

**Trousers:** Poly 65%/Cotton 35% blend; **NAVY**;

**Belt:** Trouser; **BLACK**; leather, synthetic, or nylon.

**Footwear:** Dark colored boots or shoes.



### **3.13 - Class L - (N.O.W. Volunteer)**

**Shirt:** Sport Polo; **BURGANDY or ROYAL BLUE;** Long or Short sleeve; Embroidered NOW Patch.

**Pants:** Business casual pants; **KHAHI or DARK colored**

**Jacket:** Squall Jacket; **BLACK;** Embroidered NOW Patch.

**Headwear:** Baseball cap; **KHAKI;** Embroidered NOW Patch.



### **3.14 - Class M - (Business Attire)**

While on duty, all personnel working non-uniform assignments or in restricted/modified duty status shall adhere to the following dress code unless the duties of the assignment dictate otherwise, and approval is granted by the Division Commander, or designee.

- 1) Non-uniformed personnel shall wear clothing that:
  - a. Is suitable for a business office environment.
  - b. Presents a professional appearance.
  - c. Is neat, clean, and pressed.
- 2) Acceptable Business Attire for males includes:
  - a. Business suit, shirt, and tie; or
  - b. Trousers, long or short sleeved, collared shirt & tie; sport coat is optional.
- 3) Acceptable Business Attire for females includes:
  - a. Business suit; or
  - b. Blazer with skirt or slacks; or
  - c. Blouse with skirt or slacks; or
  - d. Comparable business-like ensemble.
- 4) Personnel are prohibited from wearing:
  - a. Shorts.
  - b. Inappropriately revealing hemlines and necklines.
  - c. Spandex clothing that conforms to the body, unless concealed by looser clothing.
  - d. Flip-flops or similar style of footwear.

### **Modified Duty and Training Attire** (See also Section 1.7, “Requirements for Department Training”)

- 1) Personnel assigned to a modified duty assignment or attending training that does not require specific attire may wear business casual attire. Jeans are acceptable provided they are clean, professional-looking and without rips or tears.

### **3.15 - Class N - (Plain Clothes)**

Sworn members who are authorized to wear Plain Clothes will only wear that attire when:

- a) The specific mission or assignment requires it, and
- b) Plain Clothes has been approved in writing by the member's Bureau Commander.
- c) Firearm and badge are worn.
- d) Department photo identification is carried on your person.

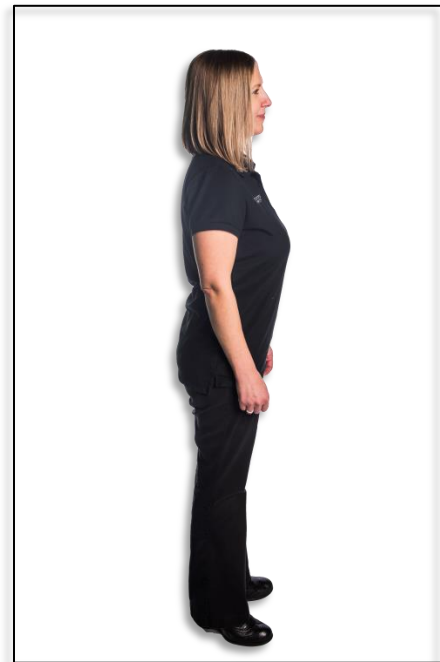


### **3.16 - Class O - (Police Records Specialist/Lead/Supervisor)**

**Shirt:** Polo, long or short sleeved shirt or Oxford, long sleeved shirt; **BLACK**; Embroidered “City of Vancouver” logo on left chest pocket area; Embroidered “POLICE RECORDS SPECIALIST”, “POLICE RECORDS LEAD”, “POLICE RECORDS SUPERVISOR” OR “POLICE RECORDS MANAGER”, as appropriate, on the right chest pocket area.

**Trousers:** **BLACK** or **SOAPSTONE**.

**Jacket** (optional): Fleece; **BLACK**



## CHAPTER 4

### Uniform Committee Policy

#### **4.1. The Chief of Police Approves All Uniform Items**

1. The Uniform Committee makes recommendations to the Chief based on testing, research and evaluation of all Department-approved uniforms.

#### **4.2. The Chief of Police Appoints a Command Staff Member as the Chair of the Uniform Committee**

1. The Uniform Committee shall also consist of the following personnel:
  - a) Member from Patrol Division.
  - b) Member from Training Unit.
  - c) Member from Special Operations Division.
  - d) Member from Investigations Division.
  - e) Procurement Specialist.
  - f) Other Sworn Personnel, at the discretion of the Uniform Committee Chairperson.

#### **4.3. The Uniform Committee Maintains the Uniform Manual**

1. The Uniform Committee shall keep a signed original copy of the Uniform Manual.
2. The documents shall be updated upon approval and signature of the Chief of Police as needed.

#### **4.4. All Uniform Items Paid for by the Department Shall be Ordered Through the Logistics Division**

#### **4.5. Any Department Employee May Make Proposals to the Uniform Manual**

1. Any employee may forward a proposal to change the Uniform Manual through their respective chain of command to the Bureau Assistant Chief. If endorsed, the Assistant Chief will forward the proposal to the Uniform Committee for review and recommendation. If not endorsed, the Assistant Chief will notify the involved employee and Uniform Committee Chair of the denial.
2. The proposal should identify the suggested change and a justification as to why the change is necessary.
3. The Uniform Committee Chair will schedule all proposals for discussion on the next Uniform Committee agenda.
4. The Uniform Committee shall make a recommendation to the Chief on all change proposals within 90 days of the Committee's quarterly meeting in which the proposed item was reviewed and discussed.

#### **4.6. The Uniform Committee Meets Quarterly to Review Uniform and Equipment Topics**

1. Meetings shall cover any scheduled uniform and equipment change proposals.
2. The Chair of the Uniform Committee may cancel the meetings if no issues are on the agenda or at their discretion.

**4.7. The Uniform Committee May Designate Sub-Committees for Specific Uniform and Equipment Agenda**

1. The Chair of the Uniform Committee may designate a sub-committee to evaluate, research or test uniforms and equipment in response to change proposals.



