

## 801.00 UNIFORM AND EQUIPMENT

### 801.01 Non-Uniform Apparel While on Duty:

Non-uniform apparel may be worn by sworn personnel while on duty when approved by the Chief of Police or a Deputy Chief. Sworn employees in plain clothes assignments will meet standards set by the Deputy Chiefs. Civilian employees not in uniforms will be regulated by the City of Greeley dress code policies.

- Employees assigned to duties involving frequent contact with the public, such as officers on investigative assignment and employees performing office duties, will report to duty in conservative apparel appropriate to an office setting (as indicated in the City of Greeley Dress Code).
- Certain employees, such as, evidence personnel or technicians, and training personnel, may wear work clothing appropriate to the nature of their work.
- Employees in a training assignment shall dress in a manner consistent with the nature of the training assignment. When training is conducted in a classroom, employees will dress as if in a casual business environment.

### 801.02 Uniform Items for Sworn Personnel:

#### **Class “A” Uniforms: Formal Occasions**

Department uniforms required for all sworn officers and those civilians who wear uniforms. These uniforms consist of long sleeved shirts; Class “A” uniform pants, ties, and black patent leather dress shoes. The uniforms should include authorized accessories such as the approved eight point police hat, duty weapon, gear and leather, as appropriate.

- Uniform Hats:
  - Only hats authorized by the Department will be worn.
  - The wearing of the uniform hat will be optional except during the following circumstances: funerals, formal ceremonies, parades, special events, or during events which in the officer’s judgment, decorum requires the wearing of the hat.
  - Guidelines for baseball style hats:

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- Baseball hats will not be worn during briefing, semi-formal, or formal police sponsored events.
- Baseball hats will not be worn as part of the daily class B uniform. They can be worn under the following circumstance:
  - During the Greeley Stampede, if the officer is assigned to the Stampede.
  - During extended periods of rain and snow.
  - During extended exposure to sun.
- Ties:
  - Only ties authorized by the Department will be worn with the uniform. The tie is worn full length.
  - Ties are optional with the long-sleeved shirt.

### **Class “B” Uniforms: Normal working uniform**

The uniform consists of authorized shirts, open collars, the authorized uniform pants, and other approved accessories.

Class “C” Uniforms: By approval of supervision

Dark Navy Blue Polo shirt with any of the authorized uniform pants.

Only specifically approved brand name Polo shirts will be purchased.

Employees who purchase uniform approved polo shirts will obtain embroidering from a specific authorized vendor. The department badge will be done in liquid embroidery from an authorized vendor. The officer’s first name initial and last name will be done in traditional embroidery, in gold lettering. Specialized units, such as the gang unit, bike patrol will wear silver lettering and embroidery on their uniform shirts.

Specialized unit will conform to uniform standards established by division commanders.

Class “D” Uniforms: Uniforms worn by officers in certain work units

Officers in units such as gangs, motorcycle, special-enforcement team (SET), and bicycle officers may wear uniforms as approved by the Chief of Police. Additional wording is optional for Gang Unit investigators while assigned to the Gang Unit. The following embroidered wording will be authorized, “GANG UNIT.” The letters will be silver in color, 1 ½ inches high across the back of the polo shirt.

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Recruit Officers assigned to the Greeley Police Department in-house academy will wear Dark Navy Blue Polo shirts and Khaki Trousers of any manufacturer.

- Undershirts:
  - Undershirts are not issued by the Department.
  - Undershirts worn with the open-collared uniform shirt must be dark navy blue or black, if exposed.
  - Long sleeved undershirts may not be worn under a short-sleeved uniform shirt.
- Turtleneck/Mock Turtleneck Shirts:
  - Turtleneck and mock turtleneck shirts are not issued by the department.
  - The turtleneck/mock turtleneck may be purchased by officers and worn with or without an embroidered G.P.D.
  - Officers may have the turtleneck/mock turtleneck embroidered with G.P.D. in 3/8 inch blocked letters on the left side of the neck.
- Shirts:
  - Only uniform shirts authorized by the Department will be worn.
    - See the annual uniform bid sheet for approved items.
  - Bicycle pants for those officers assigned to bicycles will be authorized uniform apparel.
- Trousers:
  - Only uniform trousers authorized by the Department will be worn.
    - See the annual uniform bid sheet for approved items.
  - Bicycle pants for those officers assigned to bicycles will be authorized uniform apparel.
  - BDU Tactical pants will be those approved in the annual uniform bid sheet.
- Socks:
  - Socks are not issued by the Department.

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- Socks worn with the uniform with low-cut shoes will be black or navy blue in color, and will extend to at least the bottom of the calf.
- Shoes:
  - Shoes are not issued by the Department.
  - Shoes worn with the uniform must be black smooth-grained leather or similar black synthetic material having an acceptable likeness to leather or black leather and other synthetic materials which can take a high gloss shine.
  - Shoes worn by officers assigned to bicycle patrol will be a cross-trainer style, black in color only.
- Boots:
  - Boots that are black and of smooth-grained leather may be worn by uniformed personnel if the trouser cuffs are worn outside the boot tops.
- Jackets:
  - Only jackets authorized by the Department are to be worn.
    - See the annual uniform bid sheet for authorized jackets.
  - Accessory items worn on the winter jackets are described in the Appendix of this order.
  - Any jackets other than the authorized uniform jacket are special use items.
- Leather Goods:
  - Officers may wear leather goods which are issued by the Department or which are specified optional items. Optional items will not be issued or supplied by the Department and must be approved by the Chief of Police or his designee. See the annual uniform bid sheet for approved items.
  - Knives and similar items will not be worn attached to the equipment support belt. (Except as noted in General Order 803.00)
- Uniform Accessories: The following accessory items will be worn on the uniform and are illustrated in the Appendix of this order.

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- Badges: Only badges issued by the Department will be worn by uniformed personnel.
- Insignia of Rank:
  - Commanders and above will wear gold-colored insignias denoting the correct rank on the uniform shirt collar.
  - Rank insignia are:
    - Commander: one star
    - Deputy Chief: two stars
    - Chief of Police: three stars
- Sleeve Patches: only patches approved by the Chief of Police will be worn with the uniform.
- Uniform Jacket Accessories:
  - All sworn department members will wear the subdued gray GPD shoulder patch on both shoulders and matching cloth badge on the left breast.
  - Sergeants will wear cloth chevrons on each sleeve denoting their rank.
  - Commanders and above will wear the correct rank insignia on each shoulder.
- Uniform Shirt Accessories:
  - Nameplates issued by the Police Department will be worn by all uniformed personnel. The nameplate is worn as described in the appendix.
  - Specialized training badges and emblems may be worn centered below the badge on the left breast pocket flap, i.e., FTO, E.O.D., S.W.A.T. See the appendix for the proper placement of specialized emblems, awards and the American flag.
  - Bicycle officers wearing the Cool Max cycling shirts will display a cloth badge on the left breast pocket of the shirt.
- Uniform Shirt Accessories – Optional:
  - The wearing of departmental awards and decorations is optional. Awards will be worn as described in the appendix of this order.

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- The long-service award pin may be worn on the right breast of the uniform shirt as described in the appendix of this order. The whistle lanyard may be worn on the opposite side of the gun.
- Side Arms and Ammunition:
  - Uniformed Officers: Side arms carried on duty will be the issued pistol for uniformed assignments unless the officer has received authorization to carry a personally owned weapon.
  - Non-uniformed Officers: Side arms carried on duty will be the issued pistol unless the officer has received authorization to carry a personally owned weapon.
  - The Chief of Police may authorize other weapons as indicated in General Order 521.00.
- Special-Use Items:
  - Items issued by the Department to officers in specialized police positions are designated special-use items.
  - Specifications for these items will be defined by the Department.
  - Upon recommendation of the appropriate Deputy Chief, final approval of these items will be made by the Chief of Police or his designee.
- Dress Uniforms:
  - All sworn and civilian officers' dress uniform will consist of the long-sleeve uniform shirt, tie, hat, and black patent leather dress shoes.
- Inclement Weather Items: Uniformed personnel will wear only inclement weather items authorized by the Department. This includes issued coats, hats and rain gear. Officers may also wear personally owned black or navy blue stocking hats. Any emblem on the hat must be subdued in the same color as the hat, except hats with the word "Police" on them.
- Soft-body Armor: All uniformed patrol officers and supervisors who respond to initial calls for service are required to wear soft-body armor which is issued by the Support Services Division.

Sworn personnel are authorized to wear their soft body armor in an external carrier as long as it is of a make and design approved by the Chief of Police or his designee. See the annual uniform bid sheet for authorized external carriers.

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- Police personnel in a plainclothes assignment that have previous knowledge of a potentially dangerous situation or arrest situation, will be required to wear soft body armor, during and until the conclusion of the situation.
- Honor Guard Uniform: In the event an honor guard is activated, all members will wear only uniform and accessory items approved by the Chief of Police.
- Sweaters:
  - Only uniform sweaters authorized by the Department will be worn.
  - The wearing of the uniform sweater shall be optional.
  - A cloth breast badge shall be sewn onto the sweater to identify the officer when the jacket has been removed.

### 801.05 Uniform Descriptions:

- Uniform Shirts (same for all ranks): Only uniform shirts approved by the Chief of Police will be authorized. See Uniform bid sheet.
- Uniform Jackets: Only uniform jackets approved by the Chief of Police will be authorized. See Uniform bid sheet
- Uniform Trousers: Only uniform trousers approved by the Chief of Police will be authorized. See Uniform bid sheet
- Uniform Hats: Only uniform hats approved by the Chief of Police will be authorized. See Uniform bid sheet
- Uniform Ties (same for all ranks): Only uniform ties approved by the Chief of Police will be authorized. See Uniform bid sheet
- Uniform Footwear:
  - Standard footwear: as currently authorized.
  - Optional winter footwear: black rubber overshoes with zip front gusset and wool felt lining.
- Uniform Gloves (same for all ranks):
  - Standard glove – black leather glove with or without lining, no metal trim or insets.

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- Bicycle glove, no brand specified, black in color.
- Uniform Sweater (same for all ranks): Only uniform sweaters approved by the Chief of Police will be authorized. See Uniform bid sheet.
- Helmets: Only helmets approved by the Chief of Police will be authorized.
- Flashlights: Officers when on duty will deploy with a primary flashlight independent of a weapon-mounted flashlight.
- Bicycle Eye Protection will be goggles or eyeglasses, no brand specified, clear, amber, grey, or green lenses (no mirrored fronts).

### 801.06 Uniform Descriptions – Public Safety Technicians, Animal Control:

- Uniform Shirts: Only uniform shirts approved by the Chief of Police will be authorized. See Uniform bid sheet.
- Uniform Jackets: Only uniform jackets approved by the Chief of Police will be authorized. See Uniform bid sheet.
- Uniform Trousers: Only uniform trousers approved by the Chief of Police will be authorized. See Uniform bid sheet.
- Uniform Ties: Only uniform ties approved by the Chief of Police will be authorized. See Uniform bid sheet.
- Uniform Footwear:
  - Standard footwear as currently authorized.
- Patches:
  - Public Safety Technicians and Animal Control Officers, will wear yellow GPD patches on uniform shirts and jackets, and rockers below the department patch indicating the proper unit they are assigned to.

### 801.07 Uniform regulations: The following regulations pertain to the wearing of the uniform and will be adhered to by all uniformed employees:

- All uniformed officers will wear only uniforms that have been approved by the Chief of Police. Officers may use their own discretion, determining which type shirt to wear throughout the year. The exception to this rule is if the department specifies a dress uniform.



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- All personnel assigned to wear the uniform will report for roll call or detail at the designated time in complete uniform as prescribed in the provisions of this order.
- Uniforms will be kept neat, clean, well pressed, and in good repair at all times. No frayed clothing, clothing with worn spots sufficient to produce a contrast in color, or clothing with noticeable mending or patching shall be worn. Leather goods will present a clean and well-polished appearance. While wearing the uniform, employees shall maintain a military bearing. Sleeves are not to be rolled up at any time.
- The uniform will not be worn off duty except when:
  - Traveling to and from work;
  - Appearing in court;
  - Engaging in outside employment in an approved official capacity; and
  - Acting in a training assignment.
- An incomplete uniform will not be worn at any time. No item of the uniform will be worn at any time except as a part of a complete uniform. Officers traveling to and from work are excluded.
- No substitutes for standard uniform items will be allowed unless specifically provided for in this directive. All proposed additions or deletions to the uniform will be approved by the Chief of Police.
- Uniform specifications are located in the Uniform Manual.
- Animal Control and Public Safety Technicians will wear only uniform items authorized by the Chief of Police or his designee.
- High visibility reflective safety vests will be worn over the uniform by any employee involved in directing or controlling traffic, or while investigating or assisting on a traffic accident. School Crossing Guards will be required to wear the safety reflective vest issued by the department at all times they are on duty.

### 801.08 PROVISION OF UNIFORM, CLOTHING AND EQUIPMENT BY THE DEPARTMENT

- Members of the Department represented by the collective bargaining unit will be provided uniforms, clothing and equipment as provided in the “Collective

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Bargaining Agreement Between the Greeley Police Association and the City of Greeley, Colorado.

- Sworn departmental members not represented by the Collective Bargaining Unit will be provided complete uniforms and personal equipment including leather goods and personal sidearm. Footwear will not be provided. Sworn departmental members not represented by the collective bargaining unit who are serving in the Investigations Section will be provided with a clothing allowance, and additional plainclothes leather belt, holster, ammunition carrier and suitable concealable sidearm.
- Animal Control Officers and Public Safety Technicians will be provided with complete uniforms and accessories excluding footwear.
- All Sworn and Non-Sworn Members of the Department who leave employment through either resignation or termination, are required to return all Issued equipment and uniform apparel to the Department. Authorization to retain any equipment and uniform apparel can be made by the employee's Deputy Chief.

<b>General Order 801.00</b>	<b><u>UNIFORM AND EQUIPMENT</u></b>	<b>Reviewed: 02/19</b>
<b>Authorized by Mark Jones, Police Chief</b>		
<b>Effective Date: February <u>19</u>, 2019</b>		
<u>Mark Jones</u>	<b>Date:</b>	<u>February 19, 2019</u>
<b>Signature</b>		

**APPENDIX**

**GENERAL ORDER 801.00**

- Uniform accessories on shirts
  - The nameplate is worn centered, parallel with and touching the top seam of the right pocket when no awards are worn.
  - When awards are worn, they are to be centered, above the nameplate, and parallel with the top seam of the right pocket. If an officer has earned enough awards to warrant a second row of bars, the bar for the highest honor will be worn on the top row closest to the left breast with each award following in descending order.
  - Specialized assignment pins (FTO, EOD, etc.) will be worn on the left pocket flap, centered below the badge and touching the bottom seam.
  - The approved American Flag pin, and pins indicating graduation from a specialty school may be worn centered above the nameplate.
- Sworn Uniform
  - Jacket
    - Rank insignia will be worn on the shoulders.
    - GPD shoulder patch will be worn on both sleeves.
    - Chevron Stripe (when applicable) will be worn centered on the sleeve and below the shoulder patch.
    - Cloth badge or metal badge will be worn on the left front of the jacket.
- PST/ACO
  - Jacket
    - GPD patch is worn on the shoulders.
    - PST/ACO/ rocker is placed ½” below the GPD patch.
  - Shirt
    - GPD patch is worn on both shoulders.
    - Hash marks are approved for the Class A uniform and Class B uniforms. They are to be silver in color, one inch in size, one hash mark for five years of service, and if worn will be worn on the left sleeve. At the officer’s request, the Department will issue the approved hash mark for uniform wear. One set will be issued for the Class A uniform. Additional sets are at the officer’s expense, however must be of the manufacturer specified.
    - PST/ACO rocker is placed ½” below the GPD patch.

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The nameplate is worn centered and parallel with the seam of the right pocket when no awards are worn. The nameplate should touch the shirt pocket seam.