

EL CERRITO POLICE DEPARTMENT

UNIFORM SPECIFICATION MANUAL

ECPD Policy #1022

Revised: November 2018



The El Cerrito Police Department is committed to service, safety, and enhancing the public trust through professionalism and leadership.

Mission

The El Cerrito Police Department is committed to service, safety, and enhancing the public trust through professionalism and leadership.

Vision

As a model law enforcement agency, we will continue to foster an environment of collaboration, honesty, and respect with each member of our community, our department, and our allied agencies. We will represent the highest ideals of public service in carrying out our mission and living our values. El Cerrito Police Department will be known for its commitment to steadfast compassionate service and vigorous crime fighting.

Values

Individual Values

Each member of the El Cerrito Police Department recognizes that service is the foundation of our value system and ethical behavior is the cornerstone of public trust. We believe the character of our department is best reflected in the quality of service provided by each of our members during each community contact. We will demonstrate, through our actions, an uncompromising allegiance to the core principles set forth in the Police Officer's Code of Ethics and the standards modeled at every level of our organization. Every El Cerrito Police Department employee will embrace ideals consistent with our values.

Department Values

As members of the El Cerrito Police Department, we accept responsibility for contributing to the safety and quality of life in our community. We will meet the challenge of fulfilling our responsibility through our shared values and commitment to:

Honor

We will express with our fellow department members, and the public, that we are genuinely concerned with how we treat each other. To honor and respect others in the delivery of law enforcement service is the mindset and spirit that enables us to model our values.

Integrity

We will demonstrate our allegiance to the character of sound moral principles as described in the Police Officer's Code of Ethics coupled with the qualities of honesty and openness. Our words will match our actions.

Pride

We will reflect in our actions that every member of our department matters and that how we get the job done is as important as simply getting the job done.

Leadership

We will serve with humility, authenticity, initiative, bearing, and courage at every level of our organization.

Accountability

We consistently improve our individual and organizational performance by enabling a culture of responsibility, openness, and continuous development. We will take responsibility for our actions and be willing to admit our mistakes.

Commitment

We will reflect our inner strength through our dedication to public service in how we carry out our mission, pursue our vision, and exhibit our values.



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I. RANK INSIGNIA

1. **Corporal:** Two Chevrons, Blue with Gold Trim, shall be worn below the Department patch on both sleeves of all uniform shirts, jackets, and coats, with the exception of rain gear where it is optional.
2. **Sergeant:** Three Chevrons, Blue with Gold Trim, shall be worn below the Department patch on both sleeves of all uniform shirts, jackets, and coats, with the exception of rain gear where it is optional.
 - a. Sergeants meeting the following criteria shall wear the additional Bottom Rocker and Star:
 1. Completion of the probationary period
 2. Have completed SLI or an equivalent leadership program
 3. Have experience as a POST certified Instructor for the ECPD
 4. Possess the POST Advanced certificate
 5. Have Specialty Assignment experience as a Sergeant
 - b. Sergeants meeting criteria 1 thru 4 shall wear the Bottom Rocker without Star
3. **Acting Sergeant/Corporal:** Any acting corporal or sergeant shall wear the associated collar pin insignia's on both collars.
4. **Lieutenant:** Gold single bars will be worn on the collars of all uniform shirts and jackets. They shall be embroidered on coats, bicycle and utility uniforms with the exception of rain gear where it is optional.
5. **Captain:** Gold double bars will be worn on the collars of all uniform shirts and jackets. They shall be embroidered on coats, bicycle and utility uniforms with the exception of rain gear where it is optional.
6. **Chief of Police:** Four Gold Stars shall be worn vertically on both collars of all uniform shirts and jackets. They shall be embroidered on coats and utility uniforms with the exception of rain gear where it is optional.

II. SWORN & RESERVES OFFICERS

A. Class A Uniform

1. **Uniform Shirt:** One hundred percent wool in LAPD blue, with flap pockets, epaulets and black buttons: pressed with a military crease; to have Department shoulder patches ½” below the shoulder seam; long or short sleeves. Uniform shirts must be commercially manufactured specifically for police uniform use. This includes the special provisions above the left pocket for the badge. A zipper is optional.
2. **Uniform Trousers:** One hundred percent wool, LAPD blue, two on-seam pockets (two sap pockets, two hip pockets).
3. **T-Shirt/Undershirt:** Crew Neck shirts in black, navy blue or white. The sleeves must not be visible. Faded T-shirts or of other colors are not authorized.
4. **Turtleneck Shirts:** Either Turtleneck or Dickey, black in color, are acceptable. They shall be worn beneath the long sleeve duty shirt and the duty shirt shall be worn with the collar open. Shall have no visible label, logo, or insignia, unless authorize by the Chief of Police.
5. **Socks:** Black socks when any part of the sock shows or may show while wearing the uniform.
6. **Shoes/Boots:** Footwear must be solid black plain toe finish. No punch work, straps, buckles, designs, ornamentation, or western style boots are authorized; nor are dress shoes not designed for uniform wear.
 - a. Personnel assigned to ride motorcycles shall wear motorcycle boots with riding pants.
7. **Tie/Tie Bar**
 - a. Tie: Polyester/wool blend in Black only, clip on style with a regular “4 in a hand knot” no wider than 3”
 - b. Tie Bar: Gold finish, ¼” wide, length not to exceed the width of the tie
 - c. Optional: Females may opt to wear the “Cross-Over Tie”, Black in color
8. **Caps/Hat:** Eight point police officer type, 100% wool, or blend, LAPD blue worn with Department issued hat badge. If worn in inclement weather, wear with a clear or black plastic cover.
 - a. Wire Reinforced Crown
 - b. The Hat shall have a gold metal expansion band
 - c. The Chief of Police’s hat shall have gold leaf-shaped embellishments
9. **Jacket:** “Eisenhower” style jacket with zipper front closure, LAPD Blue, fully lined, and to include shoulder patches, service Stripes, rank Insignia, jacket size nameplate, and hanging awards. The same style as worn by the CHP.
10. **Name Tag:** Gold colored metal with blue lettering, the same color as the lettering on the badge, as issued by the Department. Shall be worn horizontally and centered directly over the right shirt pocket of the exterior garment.

11. Department Stripe

- a. Reserves, Officers, Corporals, Sergeants shall have the blue/gold stripe 3" from the bottom of the sleeve to extend halfway around the sleeve from seam to seam.
- b. The Lieutenants will have a stripe of gold color, ½" wide. The Captain will have one ¾" stripe of gold cloth. The Chief of Police shall have two ¾" stripes of gold cloth.

12. Equipment:

- a. Exposed non-uniform items (i.e. keys, whistles, cellular phones, etc.) shall be concealed or removed.
- b. When the jacket is worn, the gun belt will display only the holster/firearm and keepers with brass snaps; no other equipment.

B. Class B Uniform

- 1. Uniform Shirts:** LAPD blue, with flap pockets, epaulets and black buttons: pressed with a military crease; to have Department shoulder patches ½" below the shoulder seam; long or short sleeves. Uniform shirts must be commercially manufactured specifically for police uniform use. This includes the special provisions above the left pocket for the badge.
 - a. Option One: One hundred percent wool in LAPD blue, long, or short sleeves. This shirt must be worn with trousers option one only. A zipper is optional.
 - b. Option Two: LAPD blue Machine washable poly/rayon blend, short or long sleeves with pressed in military pleats. This shirt must be worn with trousers option two only. A zipper is optional.
- 2. Uniform Trousers:**
 - a. Option One: One hundred percent wool, LAPD blue, two on-seam pockets, (two sap pockets, two hip pockets)
 - b. Option Two: Machine washable, LAPD blue, Dacron/polyester blend
 - c. Motorcycle Patrol: Personnel assigned to ride motorcycles shall wear motorcycle patrol pants as approved by the Chief of Police.
- 3. T-Shirt/Undershirt:** Crew Neck shirts in black, navy blue or white. The sleeves must not be visible. Faded T-Shirts or of other colors are not authorized.
- 4. Turtleneck Shirts:** Either Turtlenecks or Dickey, black in color, are acceptable. They shall be worn beneath the long sleeve duty shirt and the duty shirt shall be worn with the collar open.
- 5. Socks:** Black socks when any part of the sock shows or may show while wearing the uniform.
- 6. Shoes/Boots:** Footwear must be solid Black plain toe finish. No punch work, straps, buckles, designs, ornamentation, or western style boots are authorized; nor are dress shoes not designed for uniform wear.
 - a. Personnel assigned to ride motorcycles shall wear motorcycle boots with riding pants.

7. **Tie:** Polyester/wool blend in Black only, clip on style with a regular “4 in hand knot” no wider than 3”
 - a. Optional: Females may opt to wear the “Cross-Over Tie”, Black in color
 - b. Optional: Personnel assigned to ride a motorcycle may wear a bow tie with the motor uniform
8. **Tie Bar:** Gold finish, ¼” wide, length not to exceed the width of tie
9. **Caps/Hats:**
 - a. Option One: Eight point soft cap, 100% wool or blend, LAPD blue worn with Department issued hat badge. (See Class A section) If worn in inclement weather, worn with a clear or black plastic cover.
 - b. Option Two: Baseball style cap, Navy Blue with embroidered Department badge
 - c. Option Three: Campaign hat for Recruit Training Officers.
 - d. Option Four: Knit style cap, Black or Navy Blue with embroidered Department badge
 - Option Five: Other hats can be worn with Division Lieutenant approval
10. **Gloves:** Black leather or nylon, un-weighted.
11. **Duty Jacket:** Wearing of the Duty Jacket is optional. The jacket will have the Department shoulder patches ½” below the shoulder seam. It shall be LAPD Navy Blue only with an embroidered badge and the last name of the wearer embroidered into the jacket or on a “name strip”. An example of an approved Duty Jacket is the “New Generation” model by Horace Small. Jackets made for police use, of the correct color may be substituted. The Horace Small jacket is a guideline.
12. **Lightweight Jacket:** Wearing of the Lightweight Jacket is optional. The jacket will have the Department shoulder patches ½” below the shoulder seam. It shall be LAPD Navy Blue only with an embroidered badge and the last name of the wearer embroidered into the jacket or on a “name strip”. An example of an approved Lightweight Jacket is the “Ultra Jacket” model by Fechheimer Brothers. Jackets made for police use, of the correct color may be substituted. The Fechheimer Brothers jacket is a guideline. 5.11 jackets may be worn with approval.
13. **Service Stripes:** One Service Stripe may be worn on the left long sleeve for every 5 years of service as a sworn law enforcement officer. They shall be professionally embroidered into the shirt’s left forearm area.
14. **Rain Gear:** Department issued, 5.11 reversible rain gear
15. **Name Tag:** Gold colored metal with blue lettering, the same color as the lettering on the badge, as issued by the Department. It shall be worn horizontally and centered directly over the right shirt pocket.
16. **American Flag Pin:** Members may wear an approved American Flag pin above the name tag while in the Class B uniform. It shall be over the name tag and above any other approved pin.

17. Medals/Pins/Insignia: Medals/Pins or Ribbons (no hanging awards) awarded by the Department may be worn centered and above the Name Tag.

- a. Examples of authorized Medals/Pins include:
 1. City of El Cerrito Service Pin
 2. K9 pin; centered above the name tag
 3. FTO pin; centered above the name tag
 4. SRO pin; centered above the name tag
 5. CIT pin; centered above name tag
 6. "Motor Wings" for personnel who are assigned to motorcycle patrol or were assigned to motorcycle patrol and then maintain their riding skills for the Department
 7. Embroidered Motor Officer Emblems may be worn on the sleeves, or above the name, of uniforms for personnel who are assigned to motorcycle patrol or were assigned to motorcycle patrol and then maintain their riding skills for the Department
 8. Medals issued by the Chief of Police may be worn during ceremonial occasions with approval of the Chief of Police
 9. Personnel may wear ribbons earned for: Medal of Valor, Purple Heart, Life Saving, Distinguished Service, Unit Citation, 10851, SCA, or 23152 Mothers Against Drunk Driving, in that order, centered on the left pocket flap directly below its seam. If more than one is to be displayed, they must be centered on a mounting bar, on the left flap just below the seam. If other medals are worn, the 10851 pin shall be centered beneath the medals.
 10. Graduates of FBINA or SMIP may wear the designated Pins above the name tag

18. External Vest Carrier (Optional): Vest carrier worn on the outside of the uniform shirt. Navy blue or LAPD blue in color. The employee's first initial and last name may be stitched in gold letters over the right pocket or the employee may affix a department nametag. The embroidered badge provided by the department may be worn, or the employee may affix the department badge on a badge tab. Personnel eligible to wear pins, such as SRO, FTO, and K9, on Class B uniform shirts may wear those pins or have the letters embroidered above their names on the vest in the same font as their name. Equipment pockets affixed to the front of the carrier may contain a radio holder, magazine pouch or pocket, O.C. Spray pouch/pocket, baton pouch/pocket, flashlight pouch/pocket, and handcuff pouch/pocket(s). Pouches and/or pockets may be sewn onto the External Vest Carrier or may be affixed using M.O.L.L.E. (Modular Lightweight Load-Carrying Equipment) style attachments. Pouch and pocket color will be consistent with the uniform coloring. Duty weapons and Electronic Control Devices shall not be carried on the external vest carrier. A Class B uniform shirt shall be worn under the external vest carrier.

C. Class C Utility Uniform

- 1. Shirt:** Long or Short Sleeve Shirt, Navy Blue 5.11 Tactical Duty Uniform, Navy Blue in color. The employee's first initial and last name must be stitched in gold letters over the right pocket. The embroidered badge provided by the department may be worn, or the employee may affix the department badge on a badge tab. Personnel eligible to wear pins; SRO, FTO, K9 on Class B, may have the letters embroidered above their names on the Class C, in the same font as their name
- 2. Pants:** Navy Blue 5.11 Tactical Duty Uniform, Navy Blue in color.
- 3. T-Shirt/Undershirt:** Crew Neck shirts in black, navy blue or white. The sleeves must not be visible. Faded T-Shirts or of other colors are not authorized.
- 4. Turtleneck Shirts:** Either Turtlenecks or Dickey, black in color, are acceptable. They shall be worn beneath the long sleeve duty shirt and the duty shirt shall be worn with the collar open.
- 5. Socks:** Black socks when any part of the sock shows or may show while wearing the uniform
- 6. Shoes/Boots:** Footwear must be solid Black plain toe finish. No punch work, straps, buckles, designs, ornamentation, or western style boots are authorized; nor are dress shoes not designed for uniform wear.
- 7. Service Stripes:** One Service Stripe may be worn on the left long sleeve for every 5 years of service as a sworn law enforcement officer. They shall be professionally embroidered into the shirt's left forearm area.
- 8. External Vest Carrier (Optional):** Vest carrier worn on the outside of the uniform shirt. Navy blue or LAPD blue in color. The employee's first initial and last name may be stitched in gold letters over the right pocket or the employee may affix a department nametag. The embroidered badge provided by the department may be worn, or the employee may affix the department badge on a badge tab. Personnel eligible to wear pins, such as SRO, FTO, and K9, on Class B uniform shirts may wear those pins or have the letters embroidered above their names on the vest in the same font as their name. Equipment pockets affixed to the front of the carrier may contain a radio holder, magazine pouch or pocket, O.C. Spray pouch/pocket, baton pouch/pocket, flashlight pouch/pocket, and handcuff pouch/pocket(s). Pouches and/or pockets may be sewn onto the External Vest Carrier or may be affixed using M.O.L.L.E. (Modular Lightweight Load-Carrying Equipment) style attachments. Pouch and pocket color will be consistent with the uniform coloring. Duty weapons and Electronic Control Devices shall not be carried on the external vest carrier. A Class C uniform shirt shall be worn under the external vest carrier.

C. Bicycle Patrol Uniform

1. **Shoulder Patch:** The ECPD Bicycle Patrol patch is to be worn on Bicycle Patrol uniform shirts, and jackets.
2. **Uniform Shirts:** Short Sleeve Shirt, Navy Blue “United Uniform” Style 571 With-Department Patches and Rank Insignia (if applicable) on both sleeves or collar and cloth Badge Patch or direct embroidered badge with employee’s last name stitched in gold letters over the right pocket
3. **Uniform Shorts/Pants:** Bike Pants, Navy Blue “United Uniform” Style 691 or 791. 791 has zip off style pants which can be removed to make it a pair of shorts. Bike Shorts, Navy Blue “United Uniform” Style 381
4. **Duty Jacket:** Bike Jacket, Navy Blue “United Uniform” Style 9540, also with Appropriate Patches and Rank Insignia (if applicable) and Cloth Badge Patch
5. **Footwear:** Athletic Shoes, Black as approved by the Bicycle Patrol Sergeant
6. **Socks:** Black socks worn in standard fashion crew or ankle styles only.
7. **Helmet:** Black in color, approved by the Bicycle Patrol Sergeant.
8. **T-Shirt/Undershirt:**
 - a. Short Sleeve: Crew Neck shirts in black, navy blue or white. The sleeves must not be visible. Faded Shirts or other colors are not authorized.
 - b. Long Sleeve: Crew Neck shirts in black, navy or white. Faded Shirts or other colors are not authorized.

D. Equipment for Class B, C, and Bicycle Patrol Uniforms

Substitutions may be allowed, if authorized by the Administrative Lieutenant or Chief of Police, and purchased by the wearer.

1. **Duty Weapon:** See Policy 312.21
2. **Duty Belt:** Black Basket Weave, Sam Brown style as issued by the Department.
3. **Keepers:** Black Basket Weave, with brass or hidden snaps or Velcro closures
4. **Holster:** Black Basket Weave as issued by the Department. The COP, on advice from the firearms instructional staff, must approve all holsters.
5. **Magazine Pouch:** Black Basket Weave as issued by the Department. All magazine pouches must be approved by the Senior Firearms Instructor.

6. **Impact Weapon:** Straight Baton, Side Handle Baton or ASP with End Caps or other similar weapons which must be approved by the Administration Services Lieutenant.
7. **Baton Ring or Scabbard:** Black Basket Weave with Brass or Black ring. ASP Scabbards are authorized
8. **TASER Model X26:** On opposite side of body as one's Duty Weapon.
9. **TASER Holster:** Optional, as issued by the Department
10. **Handcuffs:** "Peerless" or "Smith & Wesson" with interchangeable keys
11. **Handcuff Case:** Black Basket Weave with brass or hidden snaps and a flap cover that fastens down. Velcro closures are authorized.
12. **O.C. & Holder:** O.C. as issued by the Department includes the Defense Technologies series. Belt holders must be Black Basket Weave.
13. **Radio Holder:** As issued by the Department
14. **Body Armor:** See Policy 1024
15. **Options:** Generally of Black Basket Weave
 - a. A folding knife may be carried in a black leather case or folded into a pocket.
 - b. Flashlight Holders
 - c. Key holders
16. **Helmet:** Approved by the department

E. SWAT Uniform

1. **Uniform:** SWAT Team Members will be issued a minimum of two identical uniforms and one outer jacket. After consultation with the SRT Commander, the SWAT Commander will determine the color and type of uniforms and jacket. One of the uniforms will be a training uniform, and the second uniform will be reserved for call-out operations.
2. **"Battle Dress Uniform" Long Sleeve Shirt:** "BDU" long-sleeve shirts are to be military "rip-stop" specification and manufactured by Propper Uniforms.
 - a. Uniform shirts are to have subdued patches attached.
 - b. One "ECPD SWAT" shoulder patch will be attached to each shirt sleeve.
 - c. One "S.W.A.T." tape or "Badge-Patch", as directed will be attached above the left breast pocket of each shirt
 - d. An American Flag will be affixed on the right sleeve.
 - e. All uniform shirts will bear the Team Member's first initial and last name above the right breast pocket.
 - f. Shirts must be free of wrinkles and have a pressed look to them. It is not necessary for the "BDU" shirt to be "Military Pressed".

3. **“Battle Dress Uniform” Long Pants:** “BDU” long pants are to be military “rip stop” specification and manufactured by Propper Uniforms. The pants must be free of wrinkles have a pressed look to them.
4. **“Team T-shirts”:** Team T-shirts are to be worn under the “BDU” shirt and are also worn as a uniform shirt during physical fitness training. Team T-shirts can be either long sleeve or short sleeve and are to be identical in design and color while in a SWAT capacity.
5. **Outer Jackets:** Jackets will be identical and approved by the SWAT Commander. Jackets will bear identifying markings as listed for the BDU shirt.
6. **Baseball Cap:** The team will wear identical caps while on duty in a SWAT capacity. The color will commensurate with the SWAT uniform and the front of the cap will display the SWAT Team logo or star. Caps are to be worn in the “forward” position and are to be in good condition.
7. **Boots:** Boots must be above the ankle with all team members’ boots matching in color. Boots are to be clean and in good condition.
8. **Pants Belt:** Only cotton “military” belts or nylon webbing belts will be acceptable. All belts and buckles must be black in color or commensurate with the uniform. Leather belts are not acceptable.
9. **Tactical Duty/Gun Belt:** The tactical duty/gun belt must be constructed of nylon webbing. All equipment attached to the duty/gun belt must be black in color or commensurate with the uniform.
 - a. Equipment pouches or holsters that have been dyed must be completely dyed and commensurate with the uniform. If fading occurs, the item must be re-dyed.

F. Class D Uniform: Optional for all Sworn Personnel not working Field Operations

1. **Shirt:** 5.11 Tactical/Professional Polo. Authorized colors: Navy, Black (Red for Instructors)
 - a. Short sleeves Model 61164 for females
 - b. Short sleeves Model 71182 for males
 - c. Long sleeve Tactical Polo Model 72360.
 - d. The shirt shall have the embroidered department badge on the upper left chest and shall have the first initial & last name and assignment direct embroidered into right portion of shirt.
2. **Pants:** 5.11 Tactical Duty Uniform Ripstop Model 74003 or Khaki “Dockers Style” professional pant. Authorized colors:, Khaki, or Grey
3. **T-Shirt/Undershirt:** Crew Neck shirts in black, white, or navy blue. The sleeves must not be visible. Faded T-Shirts or of other colors are not authorized.
4. **Socks:** Black socks when any part of the sock shows or may show while wearing the uniform

5. **Shoes/Boots:** Footwear must be solid black plain toe finish. No punch work, straps, buckles, designs, ornamentation, or western style boots are authorized; nor are dress shoes not designed for uniform wear.
6. **Jacket:** 5.11 jackets may be approved, at the discretion of the Division Lieutenant

III. PROFESSIONAL PERSONNEL: COMMUNITY SERVICE OFFICER

A. Uniform

1. **Duty Jacket:** Wearing of the Duty Jacket is optional. The jacket will have the Department shoulder patches ½” below the shoulder seam. It shall be LAPD Navy Blue only with an embroidered badge and the last name of the wearer embroidered into the jacket or on a “name strip”. An example of an approved Duty Jacket is the “New Generation” model by Horace Small. Jackets made for police use, of the correct color may be substituted. 5.11 jackets may be approved.
2. **Lightweight Jacket:** Wearing of the Lightweight Jacket is optional. The jacket will have the Department shoulder patches ½” below the shoulder seam. It shall be LAPD Navy Blue only with an embroidered badge and the last name of the wearer embroidered into the jacket or on a “name strip”. An example of an approved Lightweight Jacket is the “Ultra Jacket” model by Fechheimer Brothers. Jackets made for police use, of the correct color may be substituted. The Fechheimer Brothers jacket is a guideline and 5.11 jackets may be approved.
3. **Uniform Shirt:** Light blue, with flap pockets, epaulets and black buttons: pressed with a military crease; to have Department shoulder patches ½” below the shoulder seam; long or short sleeves. Uniform shirts must be commercially manufactured specifically for police uniform use. This includes the special provisions above the left pocket for the badge. The uniform shirt may be 100% wool or wash & wear. It may be of long or short sleeves.
4. **Uniform Trousers:**
 - a. Option One: One hundred percent wool, LAPD blue, two on-seam pockets, (two sap pockets, two hip pockets)
 - b. Option Two: Machine washable, LAPD blue, Dacron/polyester blend
5. **T-Shirt/Undershirt:** Crew Neck shirts in black, navy or white. The sleeves must not be visible. Faded T-Shirts or of other colors are not authorized.
6. **Turtleneck Shirts:** Either Turtlenecks or Dickey, black in color, are acceptable. They shall be worn beneath the long sleeve duty shirt and the duty shirt shall be worn with the collar open.
7. **Socks:** Black in color when any part of the sock shows or may show while wearing the uniform.

8. **Shoes/Boots:** Footwear must be solid black plain toe finish. No punch work, straps, buckles, designs, ornamentation, or western style boots are authorized; nor are dress shoes not designed for uniform wear.
9. **Cap:** Baseball style cap, Navy Blue with embroidered Department badge
10. **Rain Gear:** Department issued, 5.11 reversible rain gear
11. **Name Tag:** Silver colored metal with Blue lettering as issued by the Department. It shall be worn horizontally and centered directly over the right shirt pocket
12. **Badge:** As issued by the Department. It shall be worn over the left breast of the outermost garment unless a badge is embroidered onto the outermost garment.
13. **American Flag Pin:** Members may wear an approved American Flag pin above the name tag while in the Class B uniform. It shall be over the name tag and above any other approved pin.

B. Community Service Officer Equipment

1. **Duty Belt:** Black Basket Weave, Sam Brown style as issued by the Department.
2. **Keepers:** Black Basket Weave, with brass or hidden snaps.
3. **Radio Holder:** As issued by the Department
4. **O.C. and Holder:** O.C. as issued by the Department includes the Defense Technologies series. Belt holders must be Black Basket Weave.
5. **Knife:** As approved by the Division Lieutenant
6. **Body Armor:** See Policy 1024

IV. PROFESSIONAL STAFF: RECORDS, PROPERTY & EVIDENCE & CADETS

A. Class A

1. **Uniform Shirt:** White, with flap pockets, epaulets and black buttons: pressed with a military crease; to have Department shoulder patches ½” below the shoulder seam; long or short sleeves. Uniform shirts must be commercially manufactured specifically for police uniform use. This includes the special provisions above the left pocket for the badge. The uniform shirt may be 100% wool or wash & wear. It may be of long or short sleeves.
2. **Uniform Trousers:**
 - a. Option One: One hundred percent wool, LAPD blue, two on-seam pockets, (two sap pockets, two hip pockets)
 - b. Option Two: Machine washable, LAPD blue, Dacron/polyester blend
3. **T-Shirt/Undershirt:** Crew Neck shirts in black, or white. The sleeves must not be visible. Faded T-Shirts or of other colors are not authorized.
4. **Socks:** Black socks when any part of the sock shows or may show while wearing the uniform
5. **Shoes/Boots:** Footwear must be solid black plain toe finish. No punch work, straps, buckles, designs, ornamentation, or western style boots are authorized; nor are dress shoes not designed for uniform wear.
6. **Name Tag:** Gold colored metal with Blue lettering as issued by the Department. It shall be worn horizontally and centered directly over the right shirt pocket
7. **Badge:** As issued by the Department. It shall be worn over the left breast of the outermost garment unless a badge is embroidered onto the outermost garment.
8. **American Flag Pin:** Members may wear an approved American Flag pin above the name tag while in the Class B uniform. It shall be over the name tag and above any other approved pin.
9. **Sweater:** Material optional – dark blue / long sleeved zipper or button down front.
10. **Skirt:** Optional for Female Employees: 100% double knit textured polyester, navy blue meeting business office standards
11. **Tie:** Polyester/wool blend in black only, clip on style with a regular “4 in hand knot” no wider than 3”
 - a. Optional: Females may opt to wear the “Cross-Over Tie”, black in color
12. **Belt:** Uniform style black basketweave pants belts with brass buckles shall be worn. Other belts may be substituted if approved by the Division Lieutenant.

B. Class D Uniform

1. **Shirt:** 5.11 Tactical/Professional Polo. Authorized colors: Black (Executive Assistant, Records & Property Units (Grey for cadets)
 - a. Short sleeves Model 61164 for females
 - b. Short sleeves Model 71182 for males
 - c. Long sleeve Tactical Polo Model 72360.
 - d. The shirt shall have the embroidered department badge on the upper left chest and the first initial & last name and assignment direct embroidered into right portion of shirt.
2. **Pants:** 5.11 Tactical Duty Uniform "Rip stop" Model 74003 or Khaki "Dockers Style" professional pant. Authorized colors: Navy for Cadets, Grey for Executive Assistant, Records & Property Units.
3. **T-Shirt/Undershirt:** Crew Neck shirts in black or white, the sleeves must not be visible. Faded T-Shirts or of other colors are not authorized.
4. **Socks:** Black socks when any part of the sock shows or may show while wearing the uniform
5. **Shoes/Boots:** Footwear must be solid black plain toe finish. No punch work, straps, buckles, designs, ornamentation, or western style boots are authorized; nor are dress shoes not designed for uniform wear.
6. **Jacket:** 5.11 jackets may be approved, at the discretion of the Division Lieutenant

V. EXPLORER

A. Uniform

1. **Duty Jacket:** Wearing of the Duty Jacket is optional. The jacket will have the Department shoulder patches ½” below the shoulder seam. It shall be LAPD Navy Blue only with an embroidered badge and the last name of the wearer embroidered into the jacket or on a “name strip”.
 - a. An example of an approved Duty Jacket is the “New Generation” model by Horace Small. Jackets made for police use, of the correct color may be substituted. The Horace Small jacket is a guideline. 5.11 jackets may be approved
2. **Lightweight Jacket:** Wearing of the Lightweight Jacket is optional. The jacket will have the Department shoulder patches ½” below the shoulder seam. It shall be LAPD Navy Blue only with an embroidered badge and the last name of the wearer embroidered into the jacket or on a “name strip”.
 - a. An example of an approved Lightweight Jacket is the “Ultra Jacket” model by Fechheimer Brothers. Jackets made for police use, of the correct color may be substituted. The Fechheimer Brothers jacket is a guideline. 5.11 jackets may be approved
3. **Uniform Shirt:** Light blue, with flap pockets, epaulets and black buttons: pressed with a military crease; to have Department shoulder patches ½” below the shoulder seam; long or short sleeves. Uniform shirts must be commercially manufactured specifically for police uniform use. This includes the special provisions above the left pocket for the badge. The uniform shirt will be wash & wear. It may be of long or short sleeves.
4. **Uniform Trousers:** Machine washable, LAPD blue, Dacron/polyester blend
5. **T-Shirt/Undershirt:** Crew Neck shirts in black or white. The sleeves must not be visible. Faded T-Shirts or of other colors are not authorized.
6. **Turtleneck Shirts:** Either Turtlenecks or Dickey, black in color, are acceptable. They shall be worn beneath the long sleeve duty shirt and the duty shirt shall be worn with the collar open.
7. **Socks:** Black socks when any part of the sock shows or may show while wearing the uniform
8. **Shoes/Boots:** Footwear must be solid black plain toe finish. No punch work, straps, buckles, designs, ornamentation, or western style boots are authorized; nor are dress shoes not designed for uniform wear.
9. **Cap:** Baseball style cap, Navy Blue with embroidered Department badge worn with supervisory approval.
10. **Rain Gear:** An example of an approved Rain Gear is the “Newport Harbor” black/lime color. Matching pants are optional. Optionally they may be reversible, with a black side for use not related to highways. The outer garment must have the embroidered badge displayed.

11. **Name Tag:** Silver colored metal with Blue lettering as issued by the Department. It shall be worn horizontally and centered directly over the right shirt pocket.
12. **Badge:** As issued by the Department. It shall be worn over the left breast of the outermost garment unless a badge is embroidered onto the outermost garment.
13. **American Flag Pin:** Members may wear an approved American Flag pin above the name tag while in the Class B uniform. It shall be over the name tag and above any other approved pin.
14. **Outer Vest Carrier:** When working in a field assignment, Explorers may wear an outer vest carrier with the ECPD badge insignia on the left chest and the word "EXPLORER" embroidered where the name would go.

B. Explorer Class C

1. **Shirt:** The shirt will be the same as the currently approved explorer shirt; light blue with flap pockets, epaulets and black buttons, pressed with a military crease, Department shoulder patches ½" below the shoulder seam; long or short sleeve.
2. **Pants:** Tactical Duty Uniform (TDU) manufactured by 5.11, dark navy.

C. Explorer Class D

1. **Shirt:** Tactical Professional Polo, short or long sleeve, Academy blue. The shirt shall have the embroidered department badge insignia on the upper left chest with "EXPLORER" embroidered above the badge in gold block letters. Explorers may have the first initial and last name direct embroidered onto the right chest portion of the shirt.
2. **Pants:** 5.11 tactical duty uniform pants or khaki "Dockers" style professional pant in Navy, Khaki, or black.

D. Equipment

Substitutions may be allowed, if authorized by the Administrative Lieutenant and purchased by the wearer.

1. **Duty Belt:** Black Basket Weave, Sam Brown style as issued by the Department.
2. **Keepers:** Black Basket Weave, with brass or hidden snaps.
3. **Radio Holder:** As issued by the Department

VI. VOLUNTEERS IN POLICE SERVICE

A. Uniform

1. **Shirt:** Tactical Professional Polo, short or long sleeve, Academy blue. The shirt shall have the embroidered department badge insignia on the upper left chest with "VOLUNTEER" embroidered above the badge in gold block letters. Explorers may have the first initial and last name direct embroidered onto the right chest portion of the shirt.
2. **Pants:** 5.11 tactical duty uniform pants or khaki "Dockers" style professional pant in navy, Khaki, or black.

B. Equipment

Substitutions may be allowed, if authorized by the Administrative Lieutenant and purchased by the wearer.

1. **Duty Belt:** Black Basket Weave, Sam Brown style as issued by the Department.
2. **Keepers:** Black Basket Weave, with brass or hidden snaps.
3. **Radio Holder:** As issued by the Department.