
Uniform Regulations

1023.1 PURPOSE AND SCOPE

The uniform policy of the Urbana Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated Policy Manual sections:

- Department Owned and Personal Property
- Body Armor
- Grooming Standards

The Approved Uniform List is maintained and periodically updated by the Chief of Police or his/her designee. That list is located on the internal web and should be consulted regarding authorized equipment and uniform specifications.

The Urbana Police Department will provide uniforms for all employees required to wear them at the time of hire. Officers receive a yearly uniform allowance as agreed upon in the respective employee group's collective bargaining agreement.

1023.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) All uniform personnel shall maintain their uniforms and equipment in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat and clean.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to promptly perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's approved uniform list that is maintained separately from this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

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- (h) Employees are not to purchase or drink alcoholic beverages while wearing any distinguishable part of the uniform.
- (i) Mirrored sunglasses will not be worn with any Department uniform.
- (j) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or his/her designee.
 - 1. Wrist watch.
 - 2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
 - 3. Medical alert bracelet.

Officers are required, at all times, to conduct themselves with the dignity and decorum that the people of the City expect of those that serve them. Officers shall button shirt sleeve cuffs on long sleeved shirts and not more than the top front button of a uniform shirt unbuttoned.

1023.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo. Whenever on duty or acting in an official capacity representing the department, employees not in uniform shall display their department issued identification in a courteous manner to any person upon request and as soon as practical. Officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.

1023.2.2 REQUIRED EQUIPMENT ON DUTY BELT

All leather gear shall be a smooth black leather style. Ballistic nylon gear approved by the Chief of Police may be worn instead of the issued leather gear. Leather will be polished and nylon will be cleaned. All holsters for uniform use shall be issued or approved by the Department. No holster other than that shall be used for uniform use. Holsters used by officers not in uniform, but on-duty, shall have at least one security device or feature (thumb snap, locking mechanism, etc.). Friction fit holsters do not count as a security device or feature and are not approved for on-duty use.

All gear on the belts must conform to the black smooth leather or black ballistic nylon standard. All holders, whether required or not, shall hold their contents securely and not expose them to unnecessary display. All cases and holders worn on the belt shall be polished, if possible, or cleaned if necessary.

The following items shall be worn when in uniform:

- Department issued or approved holster and duty weapon
- Handcuff case and at least one set of handcuffs

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- Magazine Holders - At least two magazines must be on the gear belt
- Approved Radio Holder and assigned Radio (belt clips prohibited)
- Expandable baton and holder
- Oleoresin Capsicum (OC) container and holder
- Personal Bloodborne Pathogens Kit (minimum of latex gloves)
- Handcuff key
- Flashlight case or ring and flashlight

The following items may be worn on the gear belt:

- Knife case and knife
- Utility Tool Case: Utility tools, such as a Leatherman tool.
- Key Holders
- Other items approved by the Division Commander

If an officer chooses to carry a knife, it shall be carried in compliance with the firearms policy in Chapter 3.

1023.3 UNIFORM CLASSES

1023.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is also approved for wear while on patrol. The Class A uniform includes the standard issue uniform with:

- (a) Long sleeve uniform shirt with tie.
- (b) Class A uniform pants
- (c) Uniform hat with designated hat cover
- (d) Badge
- (e) Name plate
- (f) The appropriate uniform coat depending on weather conditions.
- (g) Plain black toe leather uniform shoes or boots
- (h) Duty belt with required equipment

1023.3.2 CLASS B UTILITY UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

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The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long or short sleeve shirt may be worn with the collar open. No tie is required.
- (b) Black crew neck t-shirt must be worn with the uniform.
- (c) An outer uniform ballistic vest may be worn with the approved undershirt. Officers may choose to have the word "Police" on the upper back of the vest, however it must be in gold lettering.
- (d) All shirt buttons must remain buttoned except for the last button at the neck.
- (e) Shoes for the Class B uniform may be as described in the Class A uniform.
- (f) Plain black toe leather uniform shoes or boots.
- (g) The badge and name are embroidered on the uniform shirt.
- (h) Uniform bottoms may be approved cargo pants or shorts.

1023.3.3 HOT WEATHER UNIFORM

The hot weather uniform is established to allow field personnel cooler clothing when needed. The hot weather uniform shirt will consist of one of the following:

- (a) A department approved tactical polo shirt. The color shall be gray.
 - 1. The shirt will be embroidered with the badge and first initial and last name.
 - 2. Sergeants shall have the word "Sergeant" embroidered above the first initial and last name.
 - 3. Lieutenants shall have the word "Lieutenant" embroidered above the first initial and last name.
 - 4. The back of the shirt will have the words "Urbana Police" in navy blue letters heat pressed across the shoulder blade area.
 - 5. The sleeves of the shirt will have the word "Police" in navy blue letters heat pressed across the sleeves
- (b) A short sleeved uniform shirt
- (c) An outer uniform ballistic vest with the approved undershirt

The hot weather uniform shirt may be worn with either cargo uniform pants or cargo uniform shorts from the approved uniform list. When officers wear cargo uniform shorts, the officer shall wear plain black tennis shoes that have minimal logo/design and black ankle height socks

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The gray tactical polo shirt is only authorized for patrol and detail work and shall not be worn to court unless sufficient notice of a court appearance has not been provided to the officer, thus not giving him/her a reasonable opportunity to change into a Class A or B uniform shirt. The shift supervisor may order an officer to change from hot weather uniform if the officer's appearance is not within reasonable and objective standards. An example of those standards include dirty, stained, or excessive worn/torn uniform shirt. The shirt must remain tucked into the officers' uniform pants at all times. A black crew neck undershirt shall be worn with the hot weather uniform shirt. The sleeves of the undershirt shall not extend past the end of the sleeves of the hot weather uniform shirt.

The hot weather uniform is approved for officers to wear during the months of March through November.

1023.3.4 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

1023.3.5 FOUL WEATHER GEAR

The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

1023.3.6 FORMAL DRESS UNIFORM

The formal dress Uniform shall be worn at ceremonial occasions such as funerals or other events as designated by the Chief of Police. The formal dress uniform is authorized for wear by the Chief of Police, Deputy Chief of Police, and Lieutenants.

The formal dress uniform shall consist of a dark blue blouse, white uniform shirt, black tie, dark blue Class A uniform pants, high gloss black shoes, black leather belt with gold buckle, badge, and gold name plate. Officers wearing the formal dress uniform are exempt from wearing body armor and duty belt required equipment.

1023.3.7 INFORMAL UNIFORM

The informal uniform may be worn at public functions or other times as determined by those authorized to wear the informal uniform. The informal uniform is authorized for wear by the Chief of Police, Deputy Chief of Police, and Lieutenants. The informal uniform consists of the Class B uniform, and officers wearing the informal uniform are exempt from wearing body armor and duty belt required equipment.

1023.3.8 HEADGEAR

All headgear shall either be issued or approved. The following types of headgear are approved:

- (a) Uniform hat - hat shall be issued with two covers. The winter cover shall be worn when the officer is wearing long sleeves. The summer cover shall be worn when the officer is wearing short sleeves.

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- (b) Winter hat - hat shall have earflaps and a fold up bill or be a plain black stocking hat with or without "UPD" embroidered in yellow stitching. Stocking hats will have no other marks, logos, designs, or colored fabric.
- (c) Baseball hat - hat shall be worn only when the officer is dressed in the Class B utility or hot weather uniform. The hat will be a dark blue baseball hat designated by the Department and will have the department specified embroidery on the front of the hat in approved colored stitching.
- (d) Helmets - These will be available at the station and can be issued by the shift supervisor if the situation dictates.

1023.3.9 TIES AND TURTLENECKS

A plain black uniform tie may be worn with a long sleeve uniform shirt. The tie shall be a clip-on tie. A black turtleneck or mock turtleneck may also be worn with a long sleeve uniform shirt. No logos should be visible. Turtlenecks may not be worn with short sleeve uniform shirts.

1023.3.10 OUTERWEAR

Uniform outerwear shall be department issued or approved. Embroidery of badges on coats is authorized for non-probationary employees. The following types of outerwear are approved:

- (a) Heavy winter coat - dark navy blue
- (b) Leather Jacket - black only
- (c) Light jacket - reversible black and high visibility color
- (d) Rain coat - reversible black and high visibility color
- (e) Sweater - Black long sleeve V-neck

Gloves shall be black and shall not obstruct the use of a the officer's issued firearm.

1023.3.11 T-SHIRTS

T-shirts worn under uniforms shall be black, crew neck and visible across the open collar. The sleeves shall not protrude from beneath the shirt sleeve. T-shirts worn under the formal and informal dress uniform shall be white, crew neck.

1023.3.12 CIVILIAN STAFF UNIFORMS

Police Service Representatives assigned to front desk duties, either in patrol or investigations, shall wear the uniform approved by the Services Division Commander. The Support Services Supervisor, Department Secretary, and other civilian employees shall wear acceptable business attire. The animal control officers shall wear a uniform designated by the Patrol Division Commander and body armor.

1023.4 INSIGNIA AND PATCHES

- (a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of

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an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.

- (b) Service stripes - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only. One service stripe may be worn for every 5 years of completed service.
- (c) The regulation nameplate, or an embroidered first initial and last name, shall be worn at all times while in uniform. The nameplate shall display the employee's first initial and last name. The nameplate shall be worn and placed above 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.
- (d) Field Training Officers - Field Training Officers shall wear a single blue chevron with "FTO" centered on each sleeve of shirts and coats no more that one-quarter inch below the department shoulder patch.
- (e) Badge - The department issued badge, or an authorized embroidered badge, must be worn and visible at all times while in uniform.
- (f) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

1023.4.1 MOURNING BADGE

Officers shall wear a black mourning band across the uniform badge whenever directed by the Chief of Police and for the duration specified.

1023.5 PLAINCLOTHES SWORN EMPLOYEES

All plainclothes officers shall dress in business casual attire (polo shirts and casual dress pants). The clothing and footwear shall be clean and neat. Employees may wear clothing with minimal advertising logos. All deviations from the dress code are subject to the Division Commander or higher authority.

Sworn officers assigned to special duty or details may deviate from the dress code by the nature of the assignment and at the discretion of the their supervisor. On call detectives responding to duty shall not appear in athletic clothing or shorts. Officers assigned to the Street Crimes Unit may wear normal civilian attire of a casual nature.

Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing. No item of civilian attire may be worn on duty that would adversely affect the reputation of the Urbana Police Department or the morale of the employees.

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When attending court or any other public hearing, employees shall wear business attire (shirt and tie). Officers may also appear in uniform. When attending training, employees shall dress in accordance with standards required by the training.

1023.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Urbana Police Department employees 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 Urbana Police Department to do any of the following:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

1023.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.
- (c) Replacement of items listed in this order as optional shall be done as follows:
 - 1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
 - 2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property pursuant to the Department Owned and Personal Property Policy.

1023.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Urbana Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

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Urbana Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.