

## **DEPARTMENT GENERAL ORDER 09-20**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 07-25/07-25A  
SOP 300.55.00

DATE: June 01, 2009

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### **UNIFORM ATTIRE**

#### **I. PURPOSE.**

To establish guidelines governing those uniform items that are authorized by the department for wear by uniformed sworn and non-sworn personnel.

#### **II. GENERAL.**

The department shall furnish certain uniform items and other associated equipment to all sworn and non-sworn uniformed personnel. However, some items of clothing, while authorized for official wear, are not provided by the department and their purchase shall be the responsibility of the individual. As such, the following items will constitute the official uniform of the Police Department and, unless otherwise stipulated by regulation or order, shall be the only clothing and accessories sanctioned to be worn.

#### **III. SUMMER UNIFORMS.**

##### **A. Sworn Personnel**

1. Cap: Navy blue whipcord or serge, visored service cap with a circular crown and brass visor band buttons. The Departmental cap piece depicting the "State of Missouri" seal shall be mounted and displayed on the front of the cap.

The wearing of headgear for sworn personnel holding the rank of sergeant and below shall be as directed by a command officer. However, each officer shall ensure their assigned headgear is readily available during duty hours.

Command rank officers may wear the department service cap at their own discretion, except for formal functions or as directed by the Chief of Police.

2. Shirts: Blue, short-sleeve shirt (white for Command personnel) with epaulets and two breast pockets. Shirt will be worn with open collar. Any undershirt shall be white.
3. Trousers: Navy blue, cuffless, consisting of a wool/polyester blend. Trousers shall be plain with no stripe extending along leg.
4. Socks: Navy blue or black in color. Should a sworn officer suffer from a dye allergy, black socks with white feet will suffice.
5. Shoes: Black, plain toe, lace-up or pull-on shoes or boots without ornamentation.
6. Leather Goods: Black, basket weave tooling with brass (command and supervisory staff) or silver (line staff) metal hardware.
  - a. Sam Browne belt: Black, 2 and ½ inch wide, basket weave tooling, with brass (command staff) or silver (line staff) buckle. Inner belt, black in color.
  - b. Holster: Black, open styling with basket weave tooling and thumb break safety strap.
  - c. Handcuff Case: Black with basket weave tooling and brass or silver snap type closure.
  - d. Cartridge Case: Closed, single or double magazine case with exposed brass or silver snap closure.
  - e. Belt Keepers: Black with basket weave tooling and hidden snap type closure.
  - f. ASP Holder: Black with basket weave tooling.
  - g. Radio Holder: Black leather holster or strap.
  - h. Glove Pouch: Black leather pouch with basket weave tooling. Brass or silver snap-type closure.
  - i. Pepper Spray Holder: Black leather with basket weave tooling. Brass or silver snap-type closure.

- j. Taser Holder: Black in color.
- k. Taser Cartridge Holder: Black basket weave.

- 7. Service Weapons: Uniformed officers shall carry a semi- automatic pistol as authorized by the Chief of Police. Sworn personnel assigned to plain clothes duty may have an option in regard to the model style of the authorized weapon, but should the choice be approved the ammunition in same shall be compatible to that used by other personnel. The finish shall be black.
- 8. Service Ammunition: Officers shall carry and use only ammunition issued by this department.

B. Non-Sworn Uniformed Personnel

- 1. Shirts: Blue, short sleeve polo shirt worn with open collar. Shirts will be worn tucked in.
- 2. Slacks: Navy blue or black slacks may be worn by non-sworn female personnel. Belts shall match the color of the slacks.
- 3. Shoes: Navy blue or black, plain toed dress shoes without ornamentation.
- 4. Headbands: Female employees may wear a headband, barrette or bow in their hair. However, same should be predominately black or blue in color and conservative in design.

C. Parking Control Personnel

- 1. Shirts: Light blue, short sleeve shirt with epaulets and two breast pockets. Shirt will be worn with open collar. Any undershirt shall be white.
- 2. Trousers: Navy blue, cuffless trousers for men. Navy blue culottes for women. Navy shorts for men are optional.
- 3. Belts: Navy blue or black.
- 4. Socks: Black or navy blue in color. White ankle socks with shorts.
- 5. Shoes: Black or blue, plain-toed, lace-up or pull-on shoes or boots. Black tennis shoes with shorts.
- 6. Caps: Navy blue, baseball type caps are optional wear.

#### IV. WINTER UNIFORMS.

##### A. Sworn Personnel

1. Cap: Same as summer. However, during extreme cold weather, a vinyl or fur navy blue "Trooper" cap may be worn at the officer's discretion.
2. Jacket: Navy blue waist length with elastic waistband, five button front with two patch type pockets having pocket flaps. Two side pockets. Jacket may have removable inner liner and fur collar. Buttons shall be gold or brass in color.  
  
The Chief of Police may wear a blue jacket of his own design and choosing.
3. Sweaters: Navy blue, V-neck sweater or sweater vest.
4. Shirts: Medium blue, long sleeve shirt (white for Command personnel) with epaulets and two breast pockets. Shirt will be worn with a necktie and cuffs buttoned.
5. Neckties: Black in color, either clip-on or tie. However, for sergeants and below, these may be replaced by another garment as authorized by the Chief of Police.
6. Trousers: Same as Summer.
7. Shoes: Same as Summer. However, black rubber, zip-front galoshes or boots may be worn during inclement weather.
8. Socks: Same as Summer.
9. Muffler: Navy blue in color.
10. Gloves: Black or navy blue in color.
11. Belts: Same as Summer.

##### B. Non-Sworn Uniformed Personnel

1. Shirts: Blue, long sleeve blouse for female personnel. Garments will be worn with cuffs buttoned and tucked into pants/slacks.
2. Sweaters: Navy blue, V-neck pullover, button down or wrap-around.

3. Dickies: Navy blue. Wear is optional.
4. Slacks/trousers: Same as Summer.
5. Shoes: Same as Summer.

C. Parking Control Personnel

1. Cap: Same as summer. However, during extremely cold weather, a vinyl or fur navy blue "Trooper" cap may be worn at each individual's discretion. The wear or use of any headgear is optional.
2. Jacket: Navy blue jacket, liner, zippered front.
3. Sweaters: Navy blue, V-neck sweater or sweater vest.
4. Muffler: Navy blue in color.
5. Gloves: Black or navy blue in color.
6. Ear-Muffs: Navy blue in color.
7. Trousers: Same as Summer.
8. Shirts: Light blue long sleeve with epaulets and two breast pockets.
9. Necktie: Black in color, either clip-on or tie. However, alternate garments may be worn as authorized by the Chief of Police.
10. Socks: Same as Summer.
11. Shoes: Same as Summer. However, black rubber, zip-front galoshes or boots may be worn during inclement weather.
12. Belts: Same as Summer.

V. UNIFORM ACCOUTERMENTS.

A. Departmental Patches

Each uniform shirt, jacket and blazer issued to sworn personnel shall have a departmental patch permanently affixed to the upper portion of both arm sleeves. The patch shall be a two-tone blue with the City of Clayton logo in the center and the words Clayton Police across the top in white lettering.

The departmental patch shall be centered on the crease of the left sleeve and shall be located ½ inch below the shoulder seam.

Shoulder patches for Parking Control personnel shall adhere to the same positioning guidelines.

B. Rank Insignia

1. The Chief of Police shall wear a pair of silver eagles to denote the rank of Colonel. Such insignia shall be worn on the epaulets of a uniform jacket and will be positioned just above the shoulder seam. On a uniform shirt, the insignia shall be placed on the collar and will be positioned parallel to the inside collar seam, equidistant from the collar tip to the neck seam.
2. A Captain of Police shall wear a pair of gold parallel bars to denote their rank. The insignia shall be positioned as outlined in Paragraph A.
3. A Lieutenant of Police shall wear a pair of single gold bars to denote their rank. The insignia shall be positioned as outlined in Paragraph A.
4. A Sergeant of Police shall wear a pair of blue and white chevrons on each sleeve of their uniform shirts or jacket. These shall be centered on the crease of the sleeve, with the point of the chevron positioned ½ inch below the departmental patch.

C. Badges

All sworn personnel shall wear a Clayton Police badge on the left breast of their uniform shirt or jacket. For Command personnel, the badge, cap piece and hat band shall be gold in color. Sergeants will wear gold and silver badges, while the badge, cap piece and hat band for officers will be silver in color.

Each badge will also denote the rank of the bearer.

D. Nameplates

Nameplates will be worn by all uniformed personnel.

1. Sworn Personnel: The nameplate will be 2 1/2 inches by 3/4inch in size. Each nameplate will bear the CALEA logo on the left side and the first initial and last name of the employee inscribed in dark blue letters. Nameplates for Sergeants and above will be gold colored, while those for officers will be silver.

The nameplate will be centered on the right pocket flap of uniform shirts,

jackets, and coats, with the top of the plate even with the bottom border of the stitching at the top of the flap.

2. Parking Control Personnel: The nameplate will be 2 ½ inches by ½ inch, metal, and white in color. First and last names will be inscribed in black letters. The nameplate will be centered on the right pocket flap of uniform shirts.

The nameplate will be centered on the right pocket flap of uniform shirts, Jackets, or coats.

#### E. Pins/Ribbons

Employees shall be authorized to wear any such pin as approved by the Chief of police. For uniformed employees, pins shall be worn on the right breast, centered over the pocket and located ½ inch above the Seniority breast bar or nameplate. For non-uniformed employees, the wearing of a pin is optional. Should a non-uniformed employee elect to wear a CALEA pin or U.S. flag pin, they shall place it appropriately on a suit coat or shirt lapel.

In addition to pins, employees shall be authorized to wear specific breast bars as approved by the Chief of Police. The various colors and purposes of department-approved breast bars are listed as follows:

1. Blue breast bar - Seniority
2. Red breast bar – Meritorious Valor
3. Green breast bar – Commendation
4. FBI National Academy bar.

The Meritorious Valor, Commendation, and FBI Academy breast bars will be worn over the left breast pocket, centered along the top pocket seam. The blue Seniority breast bar will be worn centered at the top of the right breast pocket.

#### F. Jewelry

Female and male employees may wear stud type earrings only.

Rings may be worn but shall be limited to no more than three rings distributed between both hands.

Non-sworn female employees may wear a single necklace and/or chain while on duty but such jewelry shall be of small width and conservative in design. Sworn employees, either male or female, shall not wear a necklace or chain on duty that is visible. Should a sworn member of the Department choose to wear a chain or necklace, it must be completely concealed under uniform clothing.

A single bracelet may be worn by on-duty employees but it shall be conservative in design.

A watch may be worn by on-duty employees. Either a wristwatch or pocket watch shall be acceptable in a variety of forms but should reflect a necessary degree of practicality.

G. Sunglasses

Department personnel may wear sunglasses while on duty. However, except where exigent circumstances prohibit same, sunglasses will be removed during any public contact, traffic stop, or interview. Upon removal, sunglasses may be clipped to the uniform shirt pocket, duty belt, or placed out of sight. They will not be shifted to the top of the head nor will they hang around the neck on a lanyard.

VI. RAIN GEAR.

During inclement weather, uniformed personnel may wear rain gear. This shall consist of a water-repellent, reversible rubber or nylon raincoat, black and lime-green in color and a clear plastic hat covering.

VII. NON-UNIFORM ATTIRE.

Sworn personnel assigned to a non-uniform position within the Department shall be required to wear a coat and tie (business suit or sport coat and slacks) except as directed or required in the performance of their duty. Dress shirts may be long or short sleeve and of varying colors. Footwear, belts, sweaters and other such accessory items shall be left to the discretion of the officer as long as they meet a professional standard.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

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