

DEPARTMENT GENERAL ORDER 23-09

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 20-09

DATE: October 1, 2023

UNIFORM ATTIRE AND EQUIPMENT ISSUANCE

I. PURPOSE

To establish guidelines governing those uniform items that are authorized by the department for wear by uniformed sworn personnel and provide guidelines for the issuance of department uniforms and equipment to authorized users.

II. GENERAL

The department shall furnish certain uniform items and other associated equipment to all sworn uniformed personnel. However, some items of clothing, while are 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.

The Commander of the Criminal Investigations Division shall be responsible for all uniform and equipment purchasing. The process to outfit department employees with the necessary uniform/equipment may vary according to circumstances. In some instances, a particular item may be purchased via department invoice and subsequently issued to the appropriate personnel in accordance with size information provided at an earlier date. In other cases, department employees may proceed to a uniform vendor with which the department maintains an account and following being fitted for uniform and/or accessory items, pick the items up at a later time. An invoice shall then be submitted to the department by the vendor.

Classes of uniform/accessory items which qualify to be re-issued following prior use are badges, cap pieces, jackets, raincoats, leather or nylon duty belt gear, batons, handcuffs, flashlights, duty bags, pocket knives, traffic vests and weapons.

Each individual employee will be required to sign for all uniform clothing and equipment received by them. Issued items shall then be listed on an inventory sheet specific to each employee, which shall subsequently be maintained in the employee's personnel file.

The costs of uniform cleaning and other type of routine uniform/equipment maintenance shall be the responsibility of each individual department member. When uniforms or equipment need to be replaced a request should be submitted to the officer's supervisor for approval. Should department uniforms or equipment be damaged, destroyed or lost through negligence or deliberate abuse on the part of any employee, the department member may be required to assume the financial costs to replace the item.

III. UNIFORMS

A. Sworn Personnel

Each commissioned employee will be issued field uniforms comprised of the following clothing and equipment: 1 navy blue uniform cap, 1 navy blue or black knit cap, 1 cap badge, 1 cap cover, 3 long sleeve uniform shirts, 3 short sleeve uniform shirts, 1 Class A button down uniform shirt, 3 undershirts, 3 uniform trousers, 1 clip-on necktie, 2 special event uniform polo shirts, 1 pair of black uniform shoes or boots, 1 reversible raincoat, 1 winter jacket system (includes softshell jacket/liner), 1 Velcro inner-belt, 1 basket weave duty belt, 1 silver duty belt buckle, 1 double magazine case, 1 oversized handcuff case, 1 set of oversized handcuffs, 1 21" ASP baton with holder, 1 flashlight keeper (double ring upon officer request), 1 flashlight with holder, 1 OC canister with holder, 1 tourniquet with holder, 1 radio with holder, 1 Taser with holster, 1 Taser cartridge holder, 4 duty belt keepers (1 double belt keeper upon officer request), 1 yellow traffic vest, 1 duty bag, 1 Kevlar body armor (NIJ Level IIA or higher), 2 external vest carriers, 1 holster for duty weapon, 1 semi-automatic pistol, 1 weapon light system, 2 badges, 1 pocketknife, 1 gas mask, carrier and filter, Narcan nasal spray

The following equipment is optional but shall be provided upon the request of the officer: 1 whistle, 1 glove pouch, 1 baseball cap, 1 "Trooper" style winter hat, 1 pair of uniform suspenders, 1 pair of safety glasses, 1 hearing protection earmuffs, 1 flashlight ring, radio earpiece.

The following equipment is authorized to be worn on duty but will not be provided by the department. Officers will be required to purchase these items at their own expense: Additional handcuffs, additional handcuff cases, handcuff keeper, key holder, gloves.

B. Bike Patrol Officers

Officers that are assigned to the bike patrol unit may be assigned the following equipment to be worn only when performing bike patrol duties: 1 pair of zip off pants, 1 pair of shorts, 1 jacket, 1 helmet, 1 pair of bike shoes, 1 pair of bike gloves, 1 nylon duty belt, 1 nylon holster, 1 nylon handcuff case, 1 nylon double magazine holder, 1 nylon ASP holder, 1 nylon radio holder

C. Head Gear

Uniform Cap

- The uniform cap will have a metal cap badge issued to the officer when hired.
 - The cap badge shall be silver for the rank of Officer.
 - The cap badge shall be gold for the rank of Sergeant and above.
 - The cap badge shall indicate the rank of the officer and contain the State Seal of Missouri.
- The uniform cap shall have a band.
 - Silver band for the rank of Officer.
 - Gold band for the rank of Sergeant and above.

The uniform cap shall have a plain, clarino bill for all ranks, except the Chief. The Chief's bill shall have oak clusters.

Officers are authorized to place a rain cover over their uniform cap for inclement weather. The cover will be reversible in the colors of black and high-visibility yellow.

The uniform cap shall be worn when assigned to or performing any of the following:

- Funerals.
- When wearing the "Class A" uniform shirt and/or coat
- Official formations and ceremonies.
- Any ceremonial occasion where the American flag is raised, posted, or the National Anthem is played.
- When directed by a supervisor.

Winter Caps

The following are authorized as a winter cap:

1. A knit "watch" or "skull" cap, dark navy blue or black. The knit cap will be purchased for all officers.
2. A dark navy arctic fur "trooper" cap.
 - a. The "trooper" cap will be worn with the authorized cap badge.
 - b. The "trooper" cap is optional and will be purchased by the department at the request of an officer.

Baseball Cap

The Department has authorized a baseball style cap. The baseball cap is optional.

- The authorized baseball cap will be dark navy blue or black.
- "Clayton Police" will be embroidered on the front of the cap.
- The uniform baseball cap may be worn during training and secondary employment when appropriate.

Headgear Restrictions

Baseball and winter caps shall not be worn to or during the following events:

- Funerals
- Formal ceremonies (e.g., academy graduations, memorial events).
- While testifying or providing security in court.
- Governmental meetings (e.g., Board of Aldermen, County Council, Board of Education, etc.).
- While wearing a Class A uniform.
- While off-duty.
- Other events where a supervisor deems these types of headgear inappropriate.

V. UNIFORM CHANGE

A. The decision to wear either the long sleeve or short sleeve shirt is at the discretion of each individual officer.

VI. UNIFORM ACCOUTERMENTS

A. Departmental Patches

Each uniform shirt, and jacket issued to sworn personnel shall have a departmental patch permanently affixed to the upper portion of both arm sleeves. The departmental patch shall be centered on the crease of the left sleeve and shall be located ½ inch below the shoulder seam.

B. Rank Insignia

1. The Chief of Police shall wear a pair of gold 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 on the epaulets of the external vest carrier or on the collar shirts parallel to the inside collar seam, equidistant from the collar tip to the neck seam.
3. A Lieutenant of Police shall wear a pair of single gold bars to denote their rank. The insignia shall be positioned epaulets of the external vest carrier or on the collar shirts parallel to the inside collar seam, equidistant from the collar tip to the neck seam.
4. A Sergeant of Police shall wear a pair of blue and white chevrons on each sleeve of their uniform shirt 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.

Employees assigned to the Criminal Investigations Division will be issued a separate Detective badge for use while serving actively as a Detective.

D. Nameplates

Nameplates or DSN plates will be worn by all uniformed personnel.

1. Sworn Personnel: The nameplate will be 2 ½ inches by ¾ inch in size. Each nameplate will bear the CALEA logo on the left side and the last name or DSN 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.

VII. NON-UNIFORM ATTIRE

Sworn personnel assigned to a non-uniform position within the Department shall be required to wear business attire except as directed or required in the performance of their duty.

Employees working as Detectives for any portion of a calendar quarter and who are not required to wear a uniform on a regular basis shall be paid a clothing allowance on every payroll check, provided they employee assigned is employed and in good standing on that date.

VIII. INVENTORY RECORDS

Inventory records regarding clothing, equipment and other items which are issued to department personnel shall be maintained by the issuing authority. Such records shall be kept current and will be made available to the Chief of Police or appropriate bureau commander upon request. In addition to the preceding, uniforms and equipment which may be stored awaiting future use shall be inventoried on an annual basis, with the results documented for fiscal reference and planning purposes.

IX. RETURN OF UNIFORMS/EQUIPEMENT

On those occasions where a department member terminates their employment with the Police Department, the employees shall be required to return all uniform items, equipment, and manuals that the employee was issued. The Commander of the Criminal Investigations Division shall take possession of these items and store those of suitable quality which may then be re-issued at a future date. Clothing or equipment which is deemed unsuitable for further use shall be appropriately discarded.

Shall an employee fail to return issued uniforms and equipment, their last paycheck may be held until all department-owned property has been delivered to the Commander of the Criminal Investigations Division.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "Mark J. Smith". The signature is fluid and cursive, written over a light gray rectangular background.

MARK J. SMITH
Chief of Police

MJS:sak