
Uniform Regulations

1046.1 PURPOSE AND SCOPE

The uniform policy of the Azusa 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 policies:

Department Owned and Personal Property

Body Armor

Personal Appearance Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The Azusa Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

1046.2 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 sworn personnel shall be required to maintain their uniforms and other equipment in good condition. Uniforms and Equipment may not be worn, torn, wrinkled or faded. Boots, shoes, and leather equipment shall be shined and in good repair, shoulder patches should not be worn or frayed.
- (b) Sworn officers shall have a full Class B or 5.11 uniform available to wear at all times regardless of their assignment.
- (c) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (d) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (e) Personnel shall wear only the uniform specified for their rank and assignment.
- (f) Rank insignias shall be worn by uniformed personnel and be clearly visible. Outerwear shall also clearly display rank insignia.
- (g) The uniform is to be worn in compliance with the specifications set forth in this policy.
- (h) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

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- (i) Civilian attire shall not be worn in combination with any distinguishable part of the uniform, unless authorized by a supervisor while conducting a special detail, investigation or assignment.
- (j) Uniforms are only to be worn while on duty, while in transit to or from work, for court, at other official department functions and events, or at an event not sponsored by this agency with the approval of a supervisor.
- (k) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.
- (l) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (m) Mirrored sunglasses will not be worn with any department uniform.
- (n) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or the authorized 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.
 - 4. Stud type (non-hanging) earrings of tasteful design.

1046.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.

1046.3 UNIFORM CLASSES

Due to the variety of assignments within the department, uniforms are categorized based upon sworn or civilian classification, work being conducted, weather conditions, and whether or not the employee is conducting routine business or participating in formal ceremonial activities.

1046.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. All sworn personnel are required to possess and maintain a serviceable Class A uniform at all times. The Class A uniform includes the standard issue uniform with:

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(a) Long sleeve shirt with tie, with a brushed silver tie clip on the tie, and a brushed silver name plate.

(b) Polished black shoes or boots (Boots with pointed toes are not permitted).

1046.3.2 CLASS B UNIFORM

All sworn officers will possess and maintain a serviceable Class B uniform at all times. 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) A black crew neck t-shirt must be worn with the collar open.

(c) All shirt buttons must remain buttoned except for the last button at the neck.

(d) Polished black shoes or boots (Boots with pointed toes are not permitted).

(e) An optional Class B uniform is the 5.11 Tactical Series Uniform. This uniform shall be black in color and shall be made of rip stop nylon. This uniform shall include the approved Azusa PD shoulder patches, cloth name tape, and cloth badge with badge number. Plain black leather shoes or boots shall be worn with this uniform.

1046.3.3 SWORN CLASS C UNIFORM

The Class C uniform may be established to allow field personnel cooler clothing during the summer months or special duty. The Chief of Police will establish the regulations and conditions for wearing the Class C Uniform and the specifications for the Class C Uniform.

1046.3.4 CLASS C WARM WEATHER OR FOUL WEATHER UNIFORMS OPTIONS

(a) A Warm-Weather uniform shall consist of an approved navy blue, collared cotton shirt with an Azusa Police patch on the sleeves, "Police" shall be embroidered on the back of the shirt in silver stitching, black shorts, plain white or black socks, black t-shirt and plain black athletic shoes in good condition.

(b) During cold weather, an optional black turtleneck or mock turtleneck cotton shirt or "dickie" may be worn with the long sleeve uniform shirt. "AZPD" must be embroidered in silver 3/8" block letters on the left front of the collar.

(c) During cold weather or with supervisor's approval, an optional knit cap (beanie) with a fold-up cuff may be worn. The knit cap shall be black in color and have "AZPD" embroidered in silver 1" block letters, centered in front, and on the cuff.

1046.3.5 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as SWAT, Bicycle Patrol, Motor Officers, Gang Specialist Unit, Firearms and Force Instructors other specialized assignments.

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1046.3.6 MISCELLANEOUS UNIFORM ITEMS

- (a) While wearing a Class B, Class C or warm/foul weather uniform shoes and boots shall be plain black leather without designs. Socks shall be black if they can be seen at the bottom of the pant leg if wearing a Class A, B or C uniform.
- (b) Officers shall wear a department approved brushed silver metal name plate with employee's last name and first initial engraved at all times while on duty and wearing either the Class A or B uniform or an embroidered name ribbon on the 5.11 uniform.
- (c) All sworn personnel at the time of hire will be issued a black basket weave Sam Browne belt with approved holster and accessories. The leather (or imitation leather) Sam Browne shall be worn at all times with the Class A uniform.
- (d) An optional Bianchi Accumold Sam Browne with approved holster and accessories may be purchased at the employee's expense. This optional belt may be worn with either the Class B, or Class C uniforms.
- (e) All sworn personnel are required to have a method of time-keeping available to them at all times while on duty.
- (f) Jewelry items and other accessories shall be worn to provide an overall professional business appearance. Inappropriate or distracting accessories are prohibited.

1046.3.7 CORPORATE CASUAL UNIFORM

The Corporate Casual uniform shall consist of khaki type slacks or dress slacks in colors approved by the unit supervisor (no bright or un-businesslike colors shall be worn), approved Azusa P.D. logo shirt, and optional approved logo jacket or sweater. Officers assigned to administrative, detective, or other approved assignments may wear the Corporate Casual uniform or professional business attire in place of the Class B uniform.

1046.4 INSIGNIA AND PATCHES

- (a) Shoulder Patches - The authorized shoulder patch supplied by the department, but purchased by the employee, shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve. Shoulder patches are required for both sworn and non-sworn field personnel.
- (b) Service stripes, stars, etc. - 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.
- (c) When a jacket is worn, the name plate or an authorized sewn on cloth name plate shall be affixed to the jacket in the same manner as the uniform.
- (d) Assignment Insignias - Optional assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.

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(e) Flag Pin - An optional flag pin may be worn, centered above the name plate.

(f) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.

(g) 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.

(h) Senior Officer Insignias - These insignias have been designated as optional uniform items. The Senior Officer Insignia may be worn by qualifying Senior Corporals and qualifying Senior Officers.

The insignia for Senior Officer is one (1) chevron stripe.

The insignia for Senior Corporal is two (2) chevron stripes with a star in center point on the underside of the stripe.

If the eligible employee elects to wear these optional insignias, the appropriate insignia shall be placed on both sleeves below the Azusa Police Department patch.

(i) Identifying Insignia- Community Service Officers and Police Aids are required to wear the appropriate insignia below their shoulder patches identifying their job title.

(j) Award Medal/Ribbon - Employees awarded Medal of Valor, Meritorious Conduct Medal or the Exceptional Achievement Medal by the Azusa Police Department may wear the matching ribbon for the awarded medal. The ribbon will be worn on the uniform centered and directly above the name plate.

1046.4.1 MOURNING BADGE

Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region fallen officer.
- (d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

1046.5 CIVILIAN UNIFORMS

1046.5.1 TYPES OF UNIFORMS FOR USE BY CIVILIAN PERSONNEL

Uniforms are divided into five classifications for civilian personnel, dependent upon assignment: Civilian Field Class A, Civilian Field Class B, Civilian Professional Class A, and Civilian Professional Class B and Professional Business Attire. Employees shall report for duty in the appropriate uniform and shall be responsible for maintenance of each element of their uniform.

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1046.5.2 CIVILIAN FIELD CLASS A

The Civilian Field Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed by the employee's immediate supervisor. All civilian personnel are required to possess and maintain a serviceable Class A uniform at all times.

(a) Community Service Officer - Light blue (French) long sleeve shirt with a black tie, a brushed silver tie clip on the tie and a brushed silver name plate with the employee's first initial and last name.

(b) Police Aid - Light blue (darker than CSO; formerly known as Fresh Blue) long sleeve shirt with black tie, a brushed silver tie clip on the tie and a brushed silver name plate with the employees first initial and last name.

(c) Polished black shoes or boots (Boots with pointed toes are not permitted).

(d) Black socks

1046.5.3 CIVILIAN FIELD CLASS B UNIFORMS

The Civilian Field Class B uniform is to be worn for normal work duties by civilian employees who are assigned to the field. All Civilian field personnel are required to possess and maintain a serviceable Class B uniform.

(a) Community Service Officer - Light blue (French) short sleeve shirt with a brushed silver name plate with the employee's first initial and last name. No tie is required.

(b) Police Aid - light blue (darker than CSO; formerly known as Fresh Blue) short sleeve shirt with a brushed silver name plate with the employee's first initial and last name. No tie is required.

(c) Polished black shoes or boots (Boots with pointed toes are not permitted).

(d) A black crew neck t-shirt must be worn with the collar open.

(e) All shirt buttons must remain buttoned except for the last button at the neck.

(f) Black socks

1046.5.4 CIVILIAN PROFESSIONAL CLASS A

The Civilian Professional Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed by the employee's immediate supervisor. All civilian personnel are required to possess and maintain a serviceable Class A uniform at all times. The following classifications of employees are required to maintain the Civilian Professional Class A uniform: Administrative Services Manager, Dispatchers, Records Specialists, Training Coordinator, Court Liaison Officer, Property/Evidence/Crime Scene Technician, and Information Technology Technicians.

(a) The Civilian Professional Class A uniform for females, consists of the following: a navy blue dress or skirt, pants, slacks, with a white blouse or dress shirt, and a navy blue suit jacket. Employees designated by the Administrative Captain may wear business dresses, suit dresses, pant suits, or pants worn with a blazer.

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(b) The Civilian Professional Class A uniform for males is professional business attire which is described as: Business-type clothing suitable for testifying in a court of law. Examples include suits, slacks and sport coats, worn with dress shirts and ties.

1046.5.5 PROFESSIONAL CLASS B UNIFORMS

The following classifications of employees are required to maintain the Civilian Professional Class B uniform: Administrative Services Manager, Dispatchers, Records Specialists, Training Coordinator, Court Liaison Officer, Property/Evidence/Crime Scene Technician and Office Specialists.

(a) The Civilian Class B uniform shall be the Corporate Casual uniform which consists of khaki type slacks or dress slacks in colors approved by the unit supervisor (no bright or un-businesslike colors shall be worn), approved Azusa P.D. logo shirt, and optional approved logo jacket or sweater.

(b) Miscellaneous Uniform Items:

1. Accessories such as shoes, jewelry, hosiery, etc. shall be worn in accordance with the following guidelines. All accessories should be selected and worn to provide an overall professional business appearance, with an effort being made to blend accessories with uniform colors. Inappropriate or distracting accessories are prohibited.

2. Closed toe dress shoes or walking shoes shall be worn. Black or navy blue are recommended. Athletic shoes are not permitted.

3. Solid colored light jackets or sweaters may be worn if they conform to the uniform colors (e.g. navy blue, teal, white, etc) and they are suitable in achieving a professional business appearance. Items such as sweatshirts are not acceptable.

4. All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(c) The following items shall not be worn on duty:

1. T-shirt alone.

2. Open toed sandals or thongs.

3. Swimsuit, tube tops, or halter-tops.

4. Spandex-type pants or see-through clothing.

5. Distasteful printed slogans, buttons or pins.

(d) 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.

(e) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Azusa Police Department or the morale of the employees.

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1046.5.6 PROFESSIONAL BUSINESS ATTIRE

Professional business attire is business-type clothing suitable for testifying in a court of law. Examples include suits, slacks, and sport coats, worn with dress shirts and ties; dresses, suit dresses, pant suits, or pants worn with blazers.

(a) Employees not required to wear a uniform are expected to dress in a professional manner as outlined above. Exceptions are made depending upon assignment, with the approval of the immediate supervisor, or by the Chief of Police or his/her designee.

(b) Jewelry items and other accessories shall be worn to provide an overall professional business appearance. Inappropriate or distracting accessories are prohibited.

(c) Unless authorized by the employees assigned immediate supervisor or as part of an approved uniform, the following clothing items are unacceptable and may not be worn: sweatshirts, sweat pants, jogging suits, T-shirts, stretch pants, jeans, sleeveless tops or shirts, sandals, tennis shoes.

1046.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Azusa 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 Azusa Police Department to do any of the following (Government Code §§ 3206 and 3302):

- (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.

1046.7 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 optional item(s).

(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 employees' duties, it shall be replaced following the procedures for the replacement of damaged personal property.

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1046.7.1 RETIREE BADGES

The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the Azusa Police Department. This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retired Officer CCW Endorsement Policy in this manual.

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words “Honorably Retired” clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the Azusa Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1046.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Azusa 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.

Azusa 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.