

Uniform Regulations

1024.1 PURPOSE AND SCOPE

The uniform policy of the Santa Ana Police Department is established to ensure that uniformed personnel 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 by the Central Distribution Center (CDC) and periodically updated by the Chief of Police or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

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

1024.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear a 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) Uniform 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.
- (b) All peace officers of this department shall possess and maintain a serviceable uniform and the necessary equipment to perform uniformed field duty at all times.
- (c) Leather equipment shall be kept dyed and shined and shall be replaced when cracked or worn out.
- (d) Personnel shall only wear the uniform specified for their rank and assignment.
- (e) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained by CDC, separately from this policy.
- (f) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (g) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (h) 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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- (i) 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.
- (j) Employees shall not purchase or drink alcoholic beverages while wearing any part of the department uniform, including uniform pants.
- (k) Mirrored sunglasses will not be worn with any Department uniform.
- (l) 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 authorized designee.
 - 1. Wrist watch
 - 2. Wedding ring(s), class ring, or other ring(s) of tasteful design. A maximum of one ring/set may be worn on each hand
 - 3. Medical alert bracelet

1024.2.1 DEPARTMENT ISSUED IDENTIFICATION AND DRIVER'S LICENSE REQUIREMENTS

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 Bureau Commander.
- (c) Department members operating City vehicles or equipment shall have a valid California Driver's License (CDL) in their possession. Additionally, Department members shall notify their supervisor when they are unable to operate a motor vehicle because they do not have a valid CDL or they are not in physical possession of their CDL.
- (d) Immediate supervisors should hold periodic inspections to ensure compliance with the CDL requirements in this policy.

1024.2.2 EQUIPMENT BELT

- (a) Sworn Personnel Equipment Belt Requirements
 - 1. Holster - Shall be worn on the side for which it was designed and shall be plain black
 - 2. Handcuff Case(s) - Regulation handcuffs shall be carried in the handcuff case. One double handcuff case or one additional single handcuff case with the appearance of issued cases may be worn at the member's option and expense
 - 3. Magazine Pouch - Additional ammunition shall be carried in a magazine pouch

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4. Pac-Set - The Department-issued Pac-Set and holder shall be worn on the non-gun side
 5. Key Holder and/or Key Ring (optional) - At the member's expense, a key ring may be carried on the key holder. A whistle, handcuff key, and those keys necessary to perform duties may be kept on the ring
 6. O.C. Spray and Holder - The O.C. spray and holder shall be worn on the equipment belt. All uniformed sworn personnel shall only carry the Department-issued spray. Plainclothes members may carry a smaller canister
 7. Baton Holder - The baton shall be carried in the baton ring or other approved holder, as necessitated by the type of baton carried
 8. Taser
- (b) Uniformed Professional Staff Equipment Belt Requirements
1. Pac-Set - The Department-issued Pac-Set and holder shall be worn on the left side, centered
 2. O.C. Spray and Holder - Chemical agents shall not be carried until proper training and certification is obtained
 3. Handcuff Case (Correctional Personnel Only) - Correctional personnel shall carry regulation handcuffs in the handcuff case. One double handcuff case or one additional single handcuff case with the appearance of issued cases may be worn at the member's option and expense
 4. Jail Transport Officers - Correctional personnel assigned as Jail Transport Officers (JTO) shall, while serving in the capacity of a JTO, equip their equipment belt in the same manner as a sworn police officer

1024.3 UNIFORM CLASSES

1024.3.1 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 required for all Department members who are issued a uniform and shall be readily available at all times. The Class A uniform includes the standard issue uniform with:

- (a) Long sleeve shirt with tie and tie bar
 1. The tie bar shall be placed on the tie even with the bottom of the pocket flap
- (b) Polished black shoes or boots (boots with pointed toes are not permitted)
- (c) Plain black leather belt with silver buckle (professional staff)
- (d) Department issued cover (sworn personnel only)
- (e) Polished Sam Browne belt equipped with the following: (sworn personnel only)
 1. Magazine pouch & magazines
 2. Handcuff case & handcuffs

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3. Holster & firearm

1024.3.2 CLASS B UNIFORM

All 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) A full duty belt is worn with the class B uniform (firearm, radio, baton, handcuffs, pepper spray, Taser, magazines, keys, etc. as authorized)
- (b) Shoes for the Class B uniform may be as described in the Class A uniform
- (c) Boots with pointed toes are not permitted

1024.3.3 CLASS C UNIFORM

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

- (a) A long or short sleeve shirt may be worn with the collar open. No tie is required
- (b) A white crew-neck t-shirt must be worn with the uniform.
- (c) All shirt buttons must remain buttoned except for the last button at the neck
- (d) Full duty belt is worn with a class C uniform (firearm, radio, baton, handcuffs, pepper spray, Taser, magazines, keys, etc.)
- (e) Shoes for the Class C uniform may be as described in the Class A uniform
- (f) Boots with pointed toes are not permitted

1024.3.4 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, Corrections and other specialized assignments based on recommendations by the affected Division Commander via the Uniform Committee

1024.3.5 INCLEMENT WEATHER GEAR

The Uniform and Equipment Specifications, maintained by CDC, lists the authorized uniform jacket and rain gear.

1024.4 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 an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- (b) Service stripes indicating the 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

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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) The regulation nameplate, or an authorized sewn-on cloth nameplate, 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) When a jacket is worn, the nameplate or an authorized sewn-on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

- **EXCEPTION to subdivisions (c) and (d):** If a particular situation or circumstance of a potential threat to the safety/security of officers and/or their families exists, officers may, with the express authorization and approval of an Incident Commander or the Watch Commander, remove or cover their nameplates. Officers shall not, however, remove their department-issued badges, which they shall wear, at all times while in uniform. The badge/identification number must be visible at all times while in uniform. Once a determination has been made that a potential threat to the safety/security of officers and/or their families no longer exists, officers shall re-attach or uncover their nameplate.

If removal of the nameplate/cloth has been authorized, but the officer is not wearing a badge with a badge number, the officer's nameplate/cloth may be removed or covered up with tape, but the officer's badge number must be written on the tape.

UNLESS EXPRESSLY AUTHORIZED PURSUANT TO THIS EXCEPTION, OFFICERS SHALL WEAR THEIR NAMEPLATES AT ALL TIMES

- (e) Personnel assigned in the following capacities shall have their titles included on their nametags:

1. Crime Scene Investigator
2. Senior Correctional Officer
3. Correctional Supervisor
4. Correctional Training Officer
5. Lead Dispatcher
6. Police Communications Supervisor
7. Field Training Officer
8. Honor Guard

- (f) Assignment Insignias - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.

- (g) Flag Pin - A flag pin may be worn, centered above the nameplate.

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

1024.4.1 MOURNING BADGE

At the direction of the Chief of Police, 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.

1024.4.2 METAL ACCESSORIES

Visible uniform and duty belt accessories shall be silver metal. Matching rank insignias shall be worn on each side of the shirt collar.

Sworn personnel with the rank of Sergeant or higher, and Non-Sworn personnel with the rank of Supervisor or higher shall wear silver "P" buttons.

Insignia by rank:

- (a) Chief of Police – 4 Stars
- (b) Deputy Chief – 2 Stars
- (c) Commander – 1 Star
- (d) Professional Staff Manager – 1 Warrant Officer insignia (silver/blue)\
- (e) Professional Staff Supervisor – 3 stripe chevrons
- (f) Professional Staff Lead – 2 stripe chevrons

1024.4.3 SWORN INSIGNIAS

Sworn personnel below the rank of Commander, shall wear chevrons below their shoulder patches as follows:

- (a) Field Training Officer: One stripe over one star
- (b) Corporal: Two stripes
- (c) Corporal/Field Training Officer: Two stripes over one star
- (d) Sergeant: Three stripes
- (e) Senior (I or II) Sergeant with 5 years or more in rank: Three stripes and one rocker

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- (f) Senior (II or III) Sergeant with 10 years or more in rank: Three stripes and one rocker with star

1024.4.4 BADGES

The rank of all sworn officers (including corporals) will be inscribed at the top of all badges.

- (a) Personnel assigned to the Honor Guard detail shall be issued a badge inscribed with "Honor Guard" at the top. This badge shall only be worn while performing the duties of the Honor Guard.
- (b) Sergeants assigned as Inspectors shall have the word "Inspector" inscribed at the top of their badge.
- (c) Sworn personnel assigned to the Investigations Bureau shall have their badges inscribed as follows:
 - 1. Officer: Detective
 - 2. Corporal: Detective Corporal
 - 3. Sergeant: Detective Sergeant
- (d) Professional staff shall have their title inscribed at the top of their badge.
- (e) All badges issued by the Department remain the property of the Department and must be surrendered when the employee separates service or changes job classifications.
- (f) Upon written approval of the Chief of Police, employees in good standing may purchase their badge for use as a memento at a price determined by the Department

1024.4.5 MEDALS AND PINS

- (a) Except as otherwise specified later in this section, pins, medals and ribbons not awarded by the Santa Ana Police Department shall not be worn.
- (b) Special Program pins: A special program pin (i.e. DUI,) may be authorized for a limited time only, as deemed appropriate by the responsible Deputy Chief.
- (c) City Service Pin and 10851 Pin: The City Service pin and the 10851 pin are authorized; however, only one pin may be worn at any given time. The pin shall be worn on the top edge of the right breast pocket towards the inside edge on line with the nameplate.
- (d) Special Unit Pin - Special unit pins (i.e., SWAT, Hostage Negotiator, Mounted Patrol etc.) shall be affixed to the nametag along the innermost edge.
- (e) Pilots Wings – The silver metal pilots' wings, with miniature Santa Ana badge, shall be worn on the Class A, B and C uniform by licensed aviators currently assigned as Department pilots. The wings shall be worn above the right breast pocket, centered over the metal nametag.
- (f) Award Ribbons - Award ribbons (Medal of Valor; Distinguished Service Medal; Police Service Medal; Fugitive Warrant Pin, and the Purple Heart) shall be worn in one row of up to three ribbons, centered at the top of the left breast pocket (on the pocket flap). Employees who have been awarded more than three ribbons, shall wear only the three highest ribbons earned.

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1. Medal of Valor – outside agency: At the employee’s discretion, and ONLY when in a CLASS A UNIFORM, a Medal of Valor awarded by another law enforcement agency may be worn as one of the three authorized ribbons described above. Outside agency medals shall be worn to the right of any Santa Ana ribbons. Outside agency medals may only be worn on the special occasions listed in Subsection H.
 2. Employees electing to wear a Medal of Valor awarded by another law enforcement agency shall have supporting documentation from the other agency on file with the Personnel Division.
- (g) Military Ribbons – At the employee’s discretion, and ONLY when in CLASS A UNIFORM, up to six ribbons earned while in the service of the United States military may be worn on special occasions (listed below). Such ribbons shall be worn in rows of three centered above the left breast pocket (maximum of two rows) with the lower row touching the top seam of the pocket.
1. Employees electing to wear their military ribbons shall have a DD214 or Department of Defense certificate on file with the Personnel Division which documents the medals were earned.
 2. Employees electing to wear their military ribbons as described above shall, at their own expense, have their badge tabs moved upward to allow sufficient room above the uniform shirt pocket to accommodate the ribbons.
- (h) Special Occasions – Military Ribbons and Medals of Valor awarded by outside agencies shall only be worn on the following dates or occasions:
1. On official Federal, State and City holidays
 2. While in attendance at a funeral for a fallen police officer
 3. While in attendance at the Police Officers’ Memorial Ceremony
 4. During National Police Week
 5. During formal speaking engagements in which the City or Department are represented by the employee\
 6. During recruiting events and job fairs
 7. With prior written approval of the Chief of Police or his/her designee

In addition, Military Ribbons may be worn on the official birthdays of the respective military branches.

1024.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

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

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- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, skirts, blouses, or suits which are moderate in style.
- (d) Personnel may elect to wear the designated uniform specific to their assignment as directed by their Division Commander (investigations, training, directed, etc.).
- (e) The following items shall not be worn on duty:
 - 1. Open toed sandals or thongs
 - 2. Swimsuit, tube tops, or halter-tops
 - 3. Spandex type pants or see-through clothing
 - 4. Distasteful printed slogans, buttons or pins
- (f) 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.
- (g) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Santa Ana Police Department or the morale of the employees.

1024.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Santa Ana 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 Santa Ana 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.

1024.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased 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:

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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 (see the Department Owned and Personal Property Policy).

1024.7.1 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 Santa Ana 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 Santa Ana Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1024.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Santa Ana 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.

Santa Ana 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.