



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 310 – Uniforms and Dress Codes

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### .01 INTRODUCTION

- A. This procedure provides officers with the specifications necessary to purchase uniforms and the various accessories that each officer is required to possess and maintain.
- B. This procedure also establishes Departmental regulations for officers regarding the wearing of police uniforms and accessories, the proper clothing for officers in non-uniform assignments and civilian members, and the personal grooming of all officers.
- C. Command and Honor Guard uniform specifications are determined by the Chief of Police.
- D. Tactical Support Division uniform specifications are recommended by the Section Commander, through the Division Commander, and submitted to the Labor Relations Committee and the Chief of Police for approval.
- E. Deviation from any regulation in this procedure is allowed only by permission of a member's Division Commander when necessitated by a specialized or undercover duty assignment.

### .02 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Body Modification  
Regulation Uniform

Command Uniform  
Unit-Specific Uniform

Formal Uniform

### .03 GENERAL UNIFORM REGULATIONS

- A. All uniform and accessory items must conform to the uniform specifications listed in the appendix of this procedure.
- B. Officers shall not wear a uniform or any part of a uniform while off-duty for any activity not authorized by the Chief of Police.
- C. An incomplete uniform is not worn at any time, nor will any item of a uniform be worn at any time except as a part of a complete uniform.
- D. All officers will possess and maintain in good order at least one (1) complete regulation uniform.
- E. Uniformed officers shall wear the appropriate insignia of rank as prescribed in this procedure affixed to all uniform shirts and jackets.
- F. Officers receiving Departmental awards may wear the commendation bar portions of the awards on the regulation uniform shirt. The awards are worn above the nameplate on the right side of the regulation uniform shirt. The number of awards worn is limited to six (6) awards.
- G. Officers wearing unit pins shall wear the unit pins only on the uniform shirt. The unit pins are worn above the nametag and any commendation bars on the right side of the uniform shirt.



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- H. The formal uniform, including the regulation hat, shall be worn by all officers to all formal police functions (i.e., funerals, Police Officer Memorial Day events, formal inspections, etc.) and when directed by the Chief of Police or the officer's Division Commander.
  - 1. Unless otherwise directed by the Fiesta Commander, officers working Fiesta Events will do so in Formal or Regulation Uniform.
- I. Members wearing uniform accessories which contain snaps (i.e., keepers, baton ring, flashlight ring, etc.) that are not plain black in color shall wear accessories with snaps in the following colors:
  - 1. Gold-colored snaps for supervisory officers; and
  - 2. Silver-colored snaps for non-supervisory officers.
- J. A unit specific uniform (i.e., K-9, Helicopter, Bike Patrol, etc.) is worn only during an officer's normal tour of duty.
- K. Members wearing a unit specific uniform shall wear the appropriate headgear in accordance with this procedure.
- L. Members wearing gloves shall wear plain black or navy blue gloves. Officers assigned to Bike Patrol may wear full or half finger gloves.
- M. Members wearing sunglasses shall not wear sunglasses with brightly-colored frames, straps, or lens coatings. Any dark-colored lens, with or without a silver-colored mirror coating, is acceptable.
- N. Periodic inspections are made in accordance with GM Procedure 315, *Line Inspections*, by supervisory officers to ensure subordinates are in compliance with this procedure.
- O. Any requested changes or additions to the uniform specifications are routed directly to the Labor Relations Committee for review. The Labor Relations Committee will review the request and make a recommendation to the Chief of Police for final approval or wear testing if required.
- P. Any Officer working in the right-of-way of a federal-aid highway must wear high-visibility clothing that meets the requirements of ANSI/ISEA 107: 2004 edition, class 2 or 3. The current issued Blauer 339P High-Visibility Yellow Vest meets these requirements.

### **.04 UNIFORM APPEARANCE**

- A. Members will wear neat and clean uniforms at all times. Uniforms will not have the appearance of being faded or have visible patches where repairs were made.
- B. Uniforms or accessories requiring repair are not worn, unless the repair is inconspicuous.
- C. Uniform Shirt
  - 1. The shirt is sized to present a neat appearance.
  - 2. All buttons on the shirt, except the collar button, must be buttoned at all times.
  - 3. Shirt sleeves are not rolled up or turned under.
  - 4. The mock turtleneck shirt, if worn, is worn only under the long sleeve regulation uniform shirt.
  - 5. Undergarments exposed at the neck shall be dark navy blue or black in color.



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### D. Uniform Trousers/Shorts

1. Trousers are tailored and sized to present a neat appearance.
2. Trousers are no shorter than one (1) inch above the juncture of the heel-sole and the upper part of the shoe or boot. They do not extend lower than this same juncture.
3. When boots are worn with trousers, the trousers are worn outside the boot tops.
4. Officers assigned to motorcycle duty shall have the trousers tailored so the trouser legs fit inside the motorcycle boots.
5. Compression shorts worn with the bicycle uniform shall correspond in color to the bicycle shorts and shall not extend below the bottom of the uniform bicycle shorts.
6. During the period of April 1<sup>st</sup> through September 30<sup>th</sup>, with the approval of the Division Commander, officers may wear the authorized uniform shorts.

### E. Uniform Headgear

1. All uniform headgear is worn "straight-away." Headgear is not cocked forward, sideways, or backward on the head.
2. Officers assigned to motorcycle or bicycle duties, or officers authorized to wear the bicycle patrol duty uniform must wear the appropriate helmet securely fastened with a chinstrap.
3. Officers wearing the authorized uniform shorts choosing to wear headgear, wear only the authorized ball cap.

### F. Uniform Leather Footwear and Accessories

1. Leather footwear and accessories worn by uniformed officers shall be highly polished.
2. When low quarter style shoes are worn with the regulation trousers, dark navy blue or plain black socks shall be worn.
3. Officers wearing the bicycle patrol duty uniform or the approved regulation shorts shall wear plain, ankle high white, dark navy blue, or black socks.

### G. Uniform Ties

1. Captains and above shall wear a regulation tie with the long sleeve authorized uniform shirt for official functions, meetings with outside agencies or departments, or as directed by the Chief. If not directed or participating in the aforementioned functions, the wearing of the tie with the long sleeve authorized uniform shirt is optional.
2. The wearing of a tie with a long sleeve uniform shirt is optional for Lieutenants and below.

## **.05 PROPER WEARING OF UNIFORM ACCESSORIES**

### A. Badges, Name Plates, Hat Pieces, and United States Flag Pins



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1. A regulation metal or embroidered badge and nametag shall be worn with the regulation uniform. A United States Flag Pin may be worn with the complete uniform.
    - a. The badge is attached to the badge holder on the left breast of the outermost garment.
    - b. The nametag is worn centered one-fourth (1/4) inch above the right shirt pocket seam.
    - c. The hat piece is worn centered in the front of the regulation uniform hat.
    - d. If worn, the United States Flag Pin will be worn on the left epaulet of the uniform. The United States Flag Pin will be professionally displayed, will not be larger than 1" X 1" in size, and will not include any other images, opinions, descriptions, statements, or representations.
  2. Mixing of metal or embroidered nametags, badges, or rank insignias is not permitted.
- B. Shoulder Patches**
1. The shoulder patch is worn one-half (1/2) inch below the shoulder seam on each sleeve of all regulation uniform shirts and jackets.
- C. Regulation Metal Buttons**
1. Regulation gold metal buttons shall be mandatory for all supervisors and are worn affixed to the shoulder epaulets, and pocket flaps of the regulation uniform and jackets.
  2. Metal buttons are not authorized for Patrol Officers and Detective Investigators.
- D. Insignias of Rank and Service Bars**
1. The insignia of rank for the Chief of Police, Assistant Chief, and Deputy Chief is worn one-half (1/2) inch from the front edge of each collar flap on the command or regulation uniform shirt and centered on the epaulets of the command or regulation uniform jacket.
  2. The insignia of rank for a Captain is worn one-half (1/2) inch from and parallel to the front edge of each collar flap on the command or regulation uniform shirt and centered on the epaulets of the command or regulation uniform jacket.
  3. The insignia of rank for a Lieutenant is worn one-half (1/2) inch from and parallel to the front edge of each collar flap on the uniform shirt and centered on the epaulets of the uniform jacket.
  4. The insignia of rank for a Sergeant and Detective Investigator is worn one-half (1/2) inch below each shoulder patch on the uniform shirt and uniform jacket.
  5. Service bars may be worn on the long sleeve regulation uniform shirt:
    - a. Each bar denotes five (5) years of service;
    - b. Bars are sewn on the left sleeve two (2) inches from the edge of the inner cuff;
    - c. Bars are approximately two (2) inches in length and diagonally forward; and
    - d. Bars are gold with dark navy border for supervisors, bright silver with dark navy border for non-supervisory officers.



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### E. Equipment Belt and Accessories

1. The equipment belt is worn in a position over and concealing the trouser inner belt. Buckles are not worn on the equipment belt.
2. A minimum of three (3) belt keepers are worn with the equipment belt.
  - a. Two (2) keepers are worn on the back of the equipment belt, one (1) on each side of the spinal column.
  - b. A minimum of one (1) keeper is worn on the front of the equipment belt where it provides the best support.
3. The following accessories shall be worn on the equipment belt:
  - a. A holster centered over the outside seam of the trouser leg;
  - b. A magazine holder worn opposite from the side of the holster;
  - c. A handcuff case, with handcuffs, positioned over a rear trouser pocket; and
  - d. An issued radio carrier (as applicable) is worn on the opposite side from the holster.
  - e. All officers, when in uniform, shall carry at least one (1) approved intermediate weapon in compliance with GM Procedure 309, *Weapons* (i.e., baton, expandable baton, Electronic Control Device (ECD), or oleoresin capsicum (OC) spray/gel).
4. The following accessories may be worn on the equipment belt:
  - a. A second handcuff case worn in back opposite from the required handcuff case;
  - b. A baton ring/or approved expandable baton holster;
  - c. A flashlight ring or carrier;
  - d. A mobile phone case;
  - e. A key holder/flap; and
  - f. A knife case.
5. Captains and above may choose to wear a garrison belt (1 ¾” to 2” plain black leather belt with buckle) with an approved handgun and holster, handcuffs and extra magazine, while in regulation uniform.
  - a. Captains and above may choose to wear the Command Uniform Shirt (white) while in regulation uniform.
  - b. While conducting field/patrol operations Captains and above must wear the complete REGULATION UNIFORM, as per *Procedure 310 – Uniforms and Dress Codes*, and *Section .05, E., 1. Through 4* of this procedure.

### **.06 UNIFORM SPECIFICATIONS** (See *Uniforms and Dress Codes Appendix*)

### **.07 BODY ARMOR - ISSUANCE AND REPLACEMENT**

- A. All officers, regardless of the type of clothes worn, are encouraged to wear issued body armor.



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- B. Probationary Police Officers are issued body armor in accordance with the current Collective Bargaining Agreement.
- C. Officers may request the issuance or replacement of Department-issued body armor, provided:
  - 1. They have never been issued body armor;
  - 2. Their current body armor is damaged; or
  - 3. Their current body armor is five (5) years old or older.
- D. Officers requesting new body armor shall submit a written report, along with their current issue of body armor, if applicable, to their Section and Division Commanders for inspection and written approval to order new body armor.
- E. Upon receipt of written approval by the Section and Division Commanders, officers shall take the approved report to the Department armorer. The armorer shall:
  - 1. Verify the date of issuance of the officer's current body armor, if age is the reason for requesting new body armor;
  - 2. Instruct the officer where to go to be fitted for new body armor; and
  - 3. Notify the officer when the new body armor has been delivered.
- F. Officers will return old issued body armor to the Armory and Supply Office when picking up new body armor.
- G. Optional External Body Armor Carrier is composed of uniform material that can be worn directly over a uniform or approved polo style shirt.
  - 1. The optional polo style shirt is not approved to wear without the body armor carrier in place. These uniform items will not be issued by the department and must be purchased by the officer.
  - 2. Department patches and rank insignia on the polo style shirts are mandatory; however, the name and badge will not be authorized on the polo. The name and badge will be displayed on the body armor carrier.
- H. Rifle Rated External Body Armor Carrier is of similar color to that of the duty uniform and is to be worn directly over the approved uniform.
  - 1. Rifle Rated External Body Armor Carrier is authorized for wear at officer discretion when the officer is or may be confronting suspects that are armed with rifles, shotguns or active shooter events.
  - 2. The wearing of rifle rated plate carriers shall be limited and are not to be worn except as described above.
  - 3. The Rifle Rated External Body Armor shall be marked in the following fashion.
    - Front: Agency Identification Patch (Minimum 3 inch)  
Badge Patch
    - Back: Name Tab (Minimum 3/8 inch lettering)  
"POLICE" Patch (Minimum 3 inch)



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- I. Grant funded/purchased rifle resistant body armor issued by the Department consisting of tactical vests or of steel plates and plate carrier.
  1. Grant funded/purchased rifle-resistant body armor will be issued and deployed based on the prioritization established by the Office of the Governor, Criminal Justice Division to include:
    - a. Officers within the Tactical Response Unit (SWAT/SOU)
    - b. Officers that are engaged in traffic patrol, regularly detain or stop motor vehicles, are primary responders to calls for service, or execute arrest or search warrants for criminal offenses.
    - c. All other officers
  2. Prior to deploying with Department issued rifle resistant body armor officers shall be trained in the proper care, fitting, inspection, use, storage, and maintenance of the armor.
  3. Armor shall be cared for and maintained by each officer in accordance with manufacturer's specifications.
  4. Body armor shall not be stored in the non-climate controlled portion of a vehicle or where it may be exposed to extreme high and low temperatures.

### **.08 REIMBURSEMENTS FOR DAMAGED, DESTROYED, OR LOST UNIFORM OR ACCESSORY ITEMS**

- A. The Department reimburses officers for uniforms or accessories destroyed, damaged, or lost in the line of duty in accordance with the current Collective Bargaining Agreement (CBA).
- B. Officers assigned to plainclothes duty may be reimbursed for repairs or replacement of clothing damaged in line of duty incidents.
- C. Officers requesting reimbursement for destroyed, damaged or lost uniforms, accessories, or plainclothes must:
  1. Submit a request for reimbursement on an Incident Report Form 65, *Interoffice Memo* together with a copy of the report on the police incident where the item was destroyed, damaged, or lost to his Division Commander through his chain of command. Damaged items shall be submitted along with reports to the Division Commander.
  2. The request must be made within thirty (30) days from the date of the incident or from the date the officer returns to duty, if the officer is on injury leave.
- D. The Division Commander, upon inspection of the damaged item, determines the dollar amount to be reimbursed or the replacement cost of a lost item in accordance with the schedule on file in the Accounting and Personnel Office. If any reimbursement is warranted, the Division Commander has a request for payment form or petty cash voucher, depending on the amount of reimbursement, prepared and signed.
- E. If reimbursement is approved by the Division Commander, the officer, after replacing the destroyed, damaged, or lost item, submits the signed request for payment form or petty cash voucher with the receipt of purchase to the Accounting and Personnel Office for reimbursement.

### **.09 DRESS CODES FOR OFFICERS IN PLAINCLOTHES ASSIGNMENTS AND CIVILIAN MEMBERS**

- A. Members may wear a United States Flag Pin with business apparel or casual apparel. The United States Flag Pin will be worn on the left lapel of the coat or jacket. The United States Flag Pin will be professionally displayed, will



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not be larger than 1" X 1" in size, and will not include any other images, opinions, depictions, statements, or representations.

### B. Business/Relaxed Dress Code

1. Members, both sworn and non-sworn, performing duties such as investigative assignments and duties involving any contact with the general public shall report for duty in conservative business/relaxed apparel appropriate to an office setting. (Please reference GM Procedure 311, *Court Appearances* for court dress requirements)
2. Business/relaxed apparel for male members shall consist of the following:
  - a. Business suit, sport coat and slacks, or the approved long/short sleeve shirts/pullovers with a collar (please reference Appendix).
  - b. Long or short sleeve dress shirt with a tie.
  - c. Belts without metal studs, excessive stitching, or other adornments. Belt buckles shall be in proportion with the width of the belt.
  - d. Footwear will be polished dress shoes or boots worn with socks. Dress boots shall not have metal tips or stitching of an unusual design on the toe.
  - e. Hats without ornamental accessories may be worn.
3. Business/relaxed apparel for female members shall consist of the following:
  - a. Dresses, suits, skirts, or tailored loose fitting slacks with dress shirts or blouses or the approved long/short sleeve shirts/pullovers with a collar (please reference Appendix). Dresses and skirts will be no shorter than two (2) inches above the knee.
  - b. Footwear will be dress heels, flats, or boots. Dress boots shall not have metal tips or excessive stitching on the toe.

### C. Casual Dress Code

1. Members, sworn and non-sworn, assigned to office duties that do not involve any contact with the general public, may report for duty in casual apparel instead of business/relaxed apparel, to include maternity wear (as appropriate).
2. Casual apparel for male members shall consist of the following:
  - a. Casual slacks or jeans (with the Division Commander's approval); and
  - b. Long or short sleeve shirts/pullovers with a collar.
3. Casual apparel for female members shall consist of the following:
  - a. Casual dresses, skirts, slacks, or jeans (with Division Commander approval); and
  - b. Long or short sleeve shirts, blouses, or pullovers with a collar.

### D. Field Dress Code





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1. Field apparel, determined by Unit Directors, may consist of any and all clothing necessary to perform any of the below listed job functions.
2. Members assigned to field duties are authorized to wear field apparel. Field duties include, but are not limited to, duties in any of the following job functions:
  - a. Maintenance or inspection of equipment;
  - b. Surveillance;
  - c. Execution of arrest or search warrants;
  - d. Duties involving strong physical exertion or activities; and
  - e. Any undercover assignment.
4. Raid Jackets and Raid Body Armor shall be marked as follows:

Front:	Agency Identification Patch (Minimum 3 inch) Badge Patch Name Tab (Minimum 3/8 inch lettering)
Back	“POLICE” Patch (Minimum 3 inch)

### **.10 AUTHORIZED ACCESSORIES FOR PLAINCLOTHES ASSIGNMENTS AND OFF-DUTY**

- A. When carrying a firearm, officers in plainclothes assignments and off-duty Officers, shall carry their approved firearms in holsters that meet the following specifications:
  1. Designed for the make and model of the firearm;
  2. Secures the firearm; and
  3. Allows the firearm to be readily available.
- B. Officers choosing to carry their firearms in containers other than a holster shall do so in accordance with GM Procedure 309, *Weapons*.
- C. Officers in plainclothes assignments shall carry extra authorized ammunition, in accordance with GM Procedure 309, in magazine holders that are designed for the make and model of the magazine.

### **.11 PERSONAL GROOMING**

- A. Male Officers
  1. The face is kept clean of facial hair, except that a neat, evenly trimmed mustache is permissible. No portion of the mustache extends below or more than one-fourth (1/4) inch beyond the line of the individual's upper lip. Mustaches are not waxed or twisted.
  2. Sideburns are neatly trimmed and straight. They do not extend past the lower edge of the ear, nor are they wider at the lower edge or conspicuous in shape.
  3. Hair Regulations:



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- a. Hair is worn neatly trimmed.
- b. Hair is clipped on the sides and back to present an evenly tapered appearance.
- c. Hair is not overly long or brushed in such a manner that it interferes with the wearing of the prescribed headgear.
- d. Hair does not touch the shirt collar, except for the close-cut hair on the back of the neck.
- e. Hair may touch the back of the ear, but not extend over the edge of the ear.
- f. Hair does not extend below the prescribed headgear "headband" on the forehead.
- g. Hair ornaments are not acceptable.
- h. Hair is not dyed an abnormal color or multi-colored.
- i. Hair is not worn in unusual styles that might detract from the professional appearance of the uniform.

### B. Female Officers

1. Facial and eye make-up is conservative, neatly and thinly applied, and harmonizes with hair color and the color of the uniform or plainclothes worn.
2. Hair Regulations: "Pony-tail" hairstyle is an option. Female officers opting for this type of hairstyle must comply with the following:
  - a. Hair is not overly long or brushed in such a manner that it interferes with the wearing of the prescribed headgear.
  - b. Hair does not extend below the prescribed headgear "headband" on the forehead.
  - c. Hair does not extend more than three (3) inches below the top of collar of the regulation uniform shirt.
  - d. Hair is not dyed an abnormal color or multi-colored.
  - e. Hair must be pulled away from the front of the face, and hair must be either secured naturally or with an approved ornament.
  - f. Hair ornaments which are black, dark navy blue, or tortoise shell in color with no designs or attachments may be worn (similarly colored "scrunchy" type or related elastic hair ties are permissible provided that they are thin in size and shape and worn in professional manner).
  - g. Pigtails large bouffant hairstyles, and ribbons, are prohibited.

### C. Body Modification (Effective November 01, 2014)

1. Tattoos, unauthorized body piercings, intentional scarring/intentional mutilation (a deliberate, intentional injury to one's own body that causes tissue damage or leaves marks for more than a few minutes), and



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brandings are prohibited from being displayed while working or representing the Department in any capacity.

2. Sworn and civilian employees with an existing visible tattoo, brand, or intentional scarring/mutilation, in uniform and non-uniform assignments, are prohibited from displaying any tattoo, brand unauthorized body piercing, or intentional scarring/mutilation while on duty, working off-duty in a law enforcement capacity, or while representing the Department in any other manner.
  - a. Members shall have the following options:
    1. Regardless of type, no body modification shall be visible from the crease of the arm at the elbow, extending down to full length of the fingers;
    2. If the tattoo is on the leg(s), the employee will wear authorized full-length uniform or civilian attire pants, slacks, skirt, or dress in compliance with approved dress code standards;
    3. Cover the surface of visible tattoos on the arm(s) with a plain skin-toned (matches skin tone of the employee) bandage/patch not to exceed 4"x6" (No more than one bandage/patch may be worn on a single arm);
    4. While wearing the short sleeve uniform shirt, a black or uniform colored compression long sleeve shirt (e.g. Under Armour, Nike, PBX Pro, etc.) may be worn only for the purpose of covering up any body modifications.
      - a. The compression long sleeve shirt cannot have any visible insignia (i.e. logo, brand name, or trademark showing) and must be worn as a complete shirt (e.g. both sleeves).
    5. Any tattoos that are on the hands (to include fingers and thumbs), anywhere on the neck, or anywhere on the head cannot be visible and must be covered completely with a skin-toned bandage/patch.
    6. Options 1 through 5 are available only for the exclusive purpose of covering body modifications.
  - b. Officers serving in undercover assignments may display body modifications when authorized in writing by their Division Commander. Upon returning to uniform duty, members must comply with this procedure.

### D. Jewelry

1. Wristwatches may be worn by all officers.
2. Rings may be worn, but only one (1) ring on each hand is permitted. A wedding set is considered one (1) ring.
3. Earrings may be worn only by female officers, except as noted in subsection 4 below. Earrings shall be navy blue, silver/gold-colored, or diamond stud type or one-half (1/2) inch single style loop earrings with a breakaway clasp. No more than one (1) pair of earrings may be worn.
4. Earrings may be worn by male officers who are in undercover assignments.



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5. Medical alert bracelets may be worn.
  6. Except for wristwatches, rings, earrings, medical alert bracelets, and necklaces or tie tacks (worn by plainclothes officers and civilian members only), no other decorative jewelry that is visible is permitted.
- E. Officers in undercover assignments and officers that have prior written permission from their Division Commanders may deviate or be exempt from the above personal grooming regulations.
- F. Officers who are exempt from these grooming regulations are prohibited from wearing a regulation uniform until they comply with the preceding grooming regulations.