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EFFECTIVE: JULY 1, 2020

CHAPTER 16 – UNIFORM REGULATIONS

Section 16.00 – Uniform of the Day

The uniforms and equipment outlined in this directive constitute the official uniform of the Raymore Police Department and will be worn in accordance with these regulations. Members are prohibited from wearing non-authorized uniforms and equipment and must have the approval of the Chief of Police for any deviation.

Supervisors and commanders will ensure that all members have the appropriate personal appearance and the proper display of department uniforms and equipment in keeping with this directive.

Section 16.01 – Uniform

Officers assigned to uniformed service shall have the option of wearing the long or short-sleeved shirt year-round unless otherwise directed by a supervisor or commander.

- A. When wearing the issue jacket, the badge must be properly displayed.
- B. With either the long or short-sleeved shirt, the name tag, badge, and rank insignia must be worn. Service stars are optional and ribbons may be worn, if the uniform is Class A.
- C. When wearing the long-sleeved shirt, officers must wear the issue tie, black turtleneck (in winter only) or with an open collar.
- D. Issue black leather belt, holster, sidearm, spare magazines and magazine case, handcuffs and case, radio, pepper mace and holder, expandable baton and holder will all be worn year-round.
- E. Black socks are required, unless the member has a physician's excuse or is wearing boots.
- F. Black shoes or boots are required.
- *G. Department issued trousers will be worn unless special assignment requires otherwise or prior approval is received from the Chief of Police.
- H. A tee-shirt, if worn, will be white or black.

Section 16.03 – Side Arms

Officers assigned to inside duties will not be required to wear a sidearm unless otherwise required by their commanding officer. In these circumstances, the badge

must be properly displayed. Officers will be required to wear their issue sidearm at all times outside of the police department if in uniform.

Section 16.04 – Uniform Hats

Uniform members will not be required to wear any designated service cap while patrolling in a car or engaged in other activity. Hats will be worn during those occasions when the member shall be required to dress in a Class A dress uniform, (long sleeves, tie and hat) such as parades and funerals.

Section 16.05 – Prohibited Insignia

Employees shall not wear on their uniform, any insignia pin or other device denoting any fraternal organization, association, charitable organization or achievement, unless authorized by the Chief of Police.

Section 16.06 – Partial Uniforms

Members are prohibited from wearing parts of their uniform with civilian attire.

Section 16.07 – Non-Uniformed Members

Non-uniformed employees shall wear acceptable conservative, attire at work.

Section 16.08 – Badge and I.D. Cards

Officers shall carry the badge and identification card at all times and be able to produce both when conducting police business, unless such identification would jeopardize officers or the success of the police assignment.

Section 16.09 – Unauthorized Badges and I.D. cards

Officers shall not possess a badge or other identification to represent police status, except that which is properly authorized.

Section 16.10 – Loaning of Uniform Components

Employees shall not loan to another person, their badge, identification card, uniform or any other department property for which they are responsible.

Section 16.11 – Issuance of I.D. Cards

No employee, or organization within the department, may issue an identification card, insignia or other device which grants special favor or consideration in regard to police activity, without proper authorization from the Chief of Police.

Section 16.12 – Uniform Maintenance

Every employee shall keep their clothing or uniform in good repair; cleaned and pressed; shoes, belt, holster and other leather components shined; and metal parts of the uniform polished. Uniform cleaning expenses will be paid by the City, but are not to exceed 8 uniform sets per month. Cleaning expenses for plain clothes officers will also be paid by the City, not to exceed 8 sets of clothing (shirt and trousers, etc.) per month.

Section 16.13 – Costs of repair

An employee may be required to defray the assessed cost of repairing or replacing any police department property which has been damaged or lost due to carelessness, negligence or abuse. Disciplinary action may also apply depending on the circumstances of the abuse.

Section 16.14 – Uniform Replacement

A uniform replacement, or component thereof, shall be made only after the Sergeant or Commander inspects the article and approves the replacement order. Officers will turn in any replaced component upon receiving the new issue.

Section 16.15 – Interment in Uniform

A deceased officer may be interred in the department uniform, but the commanding officer shall recover all remaining equipment furnished by the department and return such articles to the department.

Section 16.16 – Placement of Insignia

Insignia shall be worn on the uniform shirt in accordance with the specifications shown in diagrams 1, 2, and 3 of this section.

A. Insignia finish.

1. Officers ranked Master Police Officer, Detective, and Animal Control Officers shall display uniform insignia with silver tone finish (badges, name tags, service stars, etc.)
2. Officers ranked Sergeant and above shall display uniform insignia with gold tone finish.

B. Rank Insignia.

1. Sergeant chevrons.
 - a. Chevrons are to be worn on both shirt sleeves.

- b. Chevrons are to be worn on both jacket sleeves.
- 2. Command Staff insignia (Lieutenant, Captain, Chief of Police).
 - a. Small rank insignia will be worn on both sides of the collar on long and short sleeve shirts.
 - b. Large rank insignia will be worn on both shoulder epaulets of the issued jacket and dress uniform jackets.

Section 16.17 – Dress Uniform

The Class A Dress Uniform shall consist of all regular uniform clothing and equipment, to include a long sleeved shirt, tie and hat. Department ribbons may be worn with the Class A uniform only.

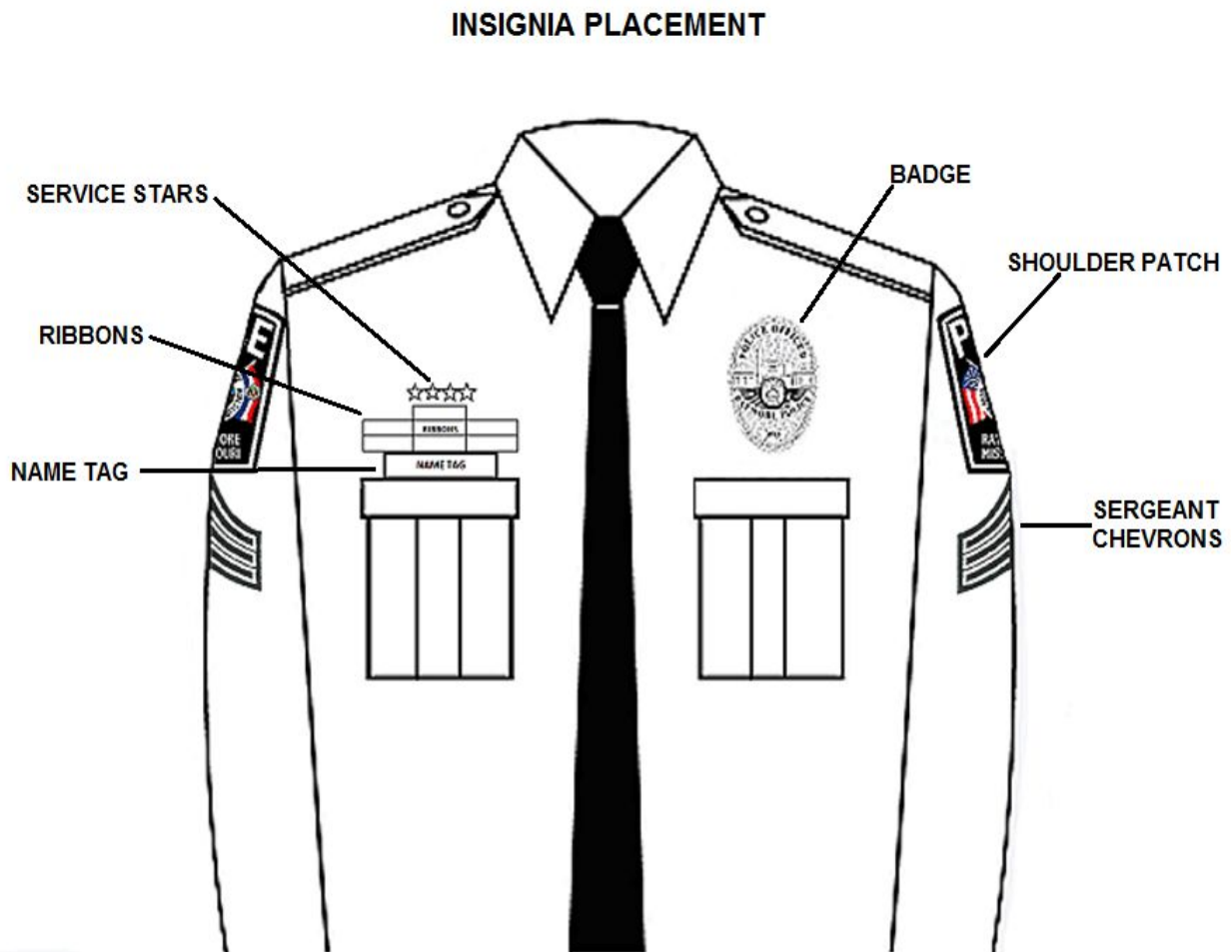


Diagram 1

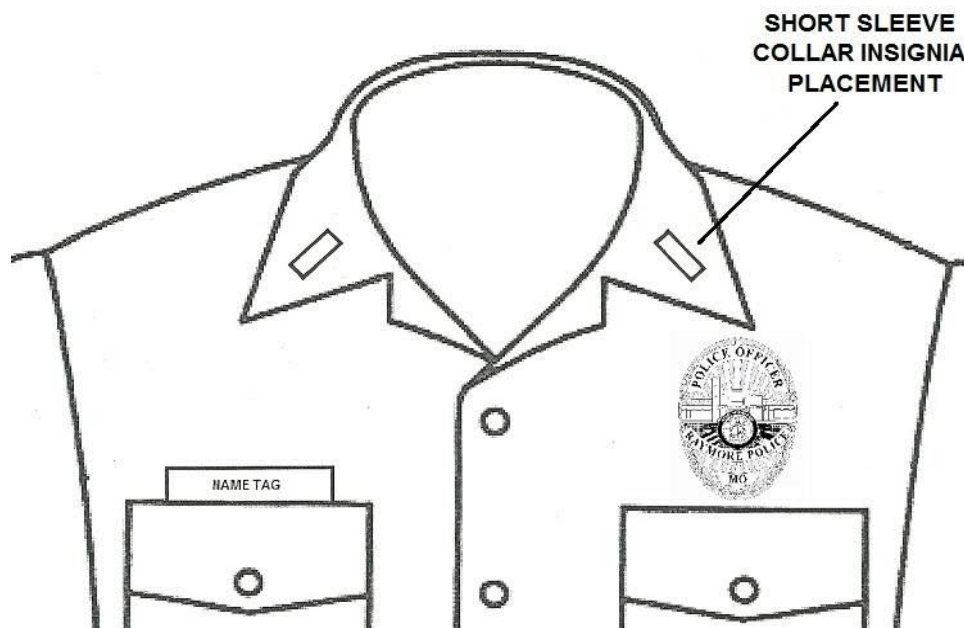
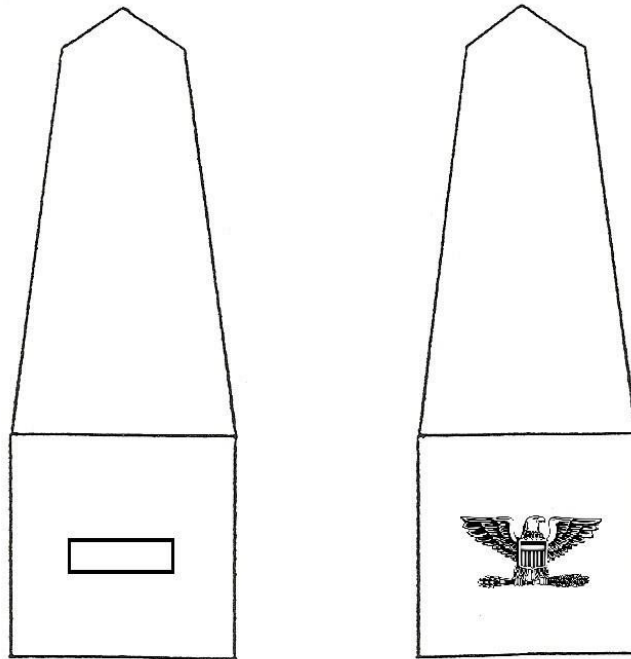


Diagram 2



EPAULET INSIGNIA PLACEMENT

Diagram 3

Section 16.18 – Special Events

The Chief of Police will designate the uniform of the day as appropriate for the time of year. During special events such as funerals, etc., the Class A dress uniform may be specified.

Section 16.19 – Personal Appearance

Sworn personnel shall maintain a neat and clean appearance at all times when in uniform or in civilian attire when on duty, unless otherwise approved by the Chief of Police.

A. MALES:

1. Hair shall not cover or extend below the top of the ears or past the top of the shirt collar. In no case will the bulk of length interfere with the proper wear of authorized headgear.

2. Sideburns, if worn, shall be neatly trimmed, ending with a clean shaven horizontal line no lower than the bottom of the ear.
3. Moustaches shall be neatly trimmed, not extending below the corners of the mouth. Handlebar moustaches are prohibited.
- *4. Beards are not permitted for wear by sworn members unless approved by the Chief of Police.
5. Fingernails shall not be of excessive length to the extent that they interfere with use of police equipment or control of suspects.
6. Wigs/hairpieces are permissible within department standards.
7. Appropriate undergarments are required for all members.

B. FEMALE:

1. Hair shall be neatly groomed and maintained so that it does not extend below a line at the top of the shoulders for sworn members, and does not interfere with the proper wear of authorized headgear.
2. Hair ornaments shall be appropriate in nature for wear by sworn and non-sworn members.
3. Fingernails shall not be of excessive length to the extent that they interfere with the performance of duties or utilization of police equipment.
4. Makeup must be conservative and not violate acceptable social or business standards.
5. Wigs/hairpieces are permissible within department standards.
6. Small ball or hoop earrings are permitted for sworn female members based on safety considerations. Non-sworn females should use good judgment in wearing earrings of such size that may interfere with the headset, telephone or other operations.
7. Appropriate undergarments are required for all members.

C. In addition to the above restrictions, the following restrictions apply to the wearing of jewelry for sworn personnel regardless of gender:

1. Officers may only wear one ring per hand.

2. Necklaces, if worn, will not be exposed to the public.
3. Watches are permissible.

Section 16.20 – Body Armor

Concealable body armor is issued to all sworn officers of the department. Wearing body armor is mandatory for those officers who serve in an enforcement capacity.

As an alternative to the concealable body armor, the department provides an external vest carrier that allows an officer to remove issued equipment from the duty belt and evenly distribute it on the carrier. The ballistic panels of the concealable vest must be transferred to the external vest carrier if the wearer chooses that option. It is mandatory that officers who serve in an enforcement capacity wear one of the options provided. The external vest carrier will **NOT** be worn with the Class A dress uniform.

Only approved/authorized shirts may be worn in conjunction with the Department external vest carrier.

- A. A shirt designed specifically to be worn under exterior carrying systems and shall not be worn by itself or with armor designed to be worn under clothing.
- B. While wearing the approved/authorized shirt, officers may at their discretion, remove external body armor for short periods of time. (i.e., while at the police station and not in public's view). However, external armor carriers will be worn before reengaging in field activities.

The approved/authorized specialty shirt will be purchased at the officer's own expense or utilizing the supplemental uniform allowance.

Officers will not be allowed to transition to the external vest carrier until they have completed the Outer Vest Conversion training with one of the department Defensive Tactics Instructors.

Officers who elect to wear the external vest carrier will only wear the Department approved pouches listed below:

- A. Handcuff Double Pouch in LAPD Navy Blue
- B. Patrol Radio Pouch in LAPD Navy Blue
- C. Pistol Double Mag Pouch in LAPD Navy Blue

D. Base Pouch Utility (3x5) or (4x4) Medium Zip Top in LAPD Navy Blue

The department issued pistol and TASER Conducted Energy Weapon will continue to be carried on the duty belt and will not be approved for carry on the external vest carrier.

Officers who utilize the external vest carrier will be required to have the following items displayed:

- A. Police patch
- B. Name tape
- C. Issued badge

Items not carried on the external vest carrier will be carried on the duty belt.

Supervisors are responsible for inspecting officers to ensure that only approved pouches, patches and equipment are worn.

Section 16.21 – Service Stars, Ribbons, and Specialized Unit Insignia

- A. Service stars will be issued to members based on years of service with the department and worn over the right breast pocket, centered above the name tag, or ribbons, if worn. Each star represents five (5) years of service.
- B. Ribbons, if worn, will be centered above the right breast pocket, above the name tag. Ribbons will be arranged in order of precedence from the top down, inboard to outboard, in rows of three.
- C. Specialized Unit Insignia, such as RAPTOR Unit wings, Motorcycle wings, etc., will be worn over the right breast pocket centered above the name tag and/or ribbons and service stars.

Section 16.22 – Commendations

It is the policy of the Raymore Police Department to recognize employees for achievements as outlined in Chapter 10.

Section 16.23 – Authorized Display

Ribbons are to be worn above the right breast pocket flap centered above the name tag on the class 'A' uniform only (special dress events, court, funerals and when

authorized). Service stars and specialized unit insignia may be worn on the duty uniform.

Section 16.24 – Civilian Uniforms

Civilian personnel shall wear the prescribed uniform provided by the department. Exemptions for special situations must be approved by the Support Services Commander.

A. Communications, Records, and Property/Evidence Uniforms.

1. Issued black polo shirt (long or short sleeve).
 - a. Shirts will be tucked into trousers.
 - b. Shirts will be fully buttoned, not including the top collar button.
2. Issue khaki trousers.
3. Issue black belt.
4. Black socks, unless the member has a physician's excuse or wearing boots.
5. Black athletic-type shoes or black military-type boots.
6. Issue black jackets or plain black button down type sweaters may be worn as necessary.
7. Jewelry worn shall not distract from the professional appearance.

B. Animal Control Uniforms.

1. Animal Control Officers shall wear the prescribed uniform as outlined in Section 16.00 – Uniform of the Day, Section 16.01 – Winter Uniform and Section 16.02 – Summer Uniform.
2. Animal Control Officers are authorized to carry a portable radio, approved pepper spray or animal repellent, and expandable baton and holder on the duty belt.

Section 16.25 – Tactical Officer Uniforms

Officers of the Raymore Police Department assigned to the Cass County Tactical Response Unit will wear the prescribed uniform as outlined in the tactical unit standard operating procedures manual of the Cass County Sheriff's Office.

Section 16.26 – Bicycle Patrol Officer Uniforms

Officers assigned to bicycle patrol shall wear department issue shirts, shorts and black leather athletic shoes. A special duty/equipment belt will be issued to bicycle officers.

Section 16.27 – Miscellaneous

Officers may wear BDU-type clothing or other less restrictive clothing during firearms training or other training involving physical activity and for activities previously approved by the Chief of Police.

Any deviation from the designated uniform, regardless of assignment, must have the prior approval of the Chief of Police or designee.