

Uniform and Equipment – Classes, Issuance, and Replacement

[Combining DGOs 10.01, 10.03, and 10.06]

10.01.01 PURPOSE

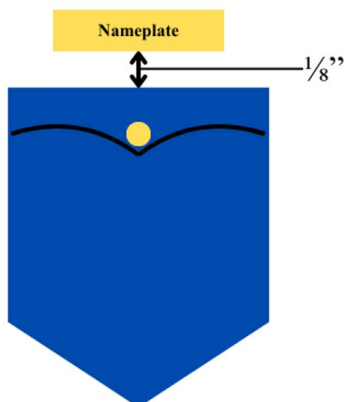
The purpose of this order is to identify the San Francisco Police Department's (Department) uniform classes, items within each class, and issuance and replacement procedures.

10.01.02 POLICY

Members shall wear the appropriate Department-authorized uniform and shall keep their uniform in a clean, serviceable condition to maintain a professional appearance. Uniforms and equipment shall not be modified, decorated, or altered from its original issuance. The Bureau, Division, or Unit supervisor is responsible for ensuring compliance. The Chief of Police (Chief) has the discretion to determine exceptions to this policy.

10.01.03 PROCEDURES

- A. Uniform of the Day** – Uniformed members shall wear the Uniform of the Day with visibly displayed identification (i.e. uniform and patches are not covered, star is visible, etc.) while in public and on duty.
1. Department stars shall be worn above the left breast pocket and shall be maintained in a clean and polished condition.
 2. Department issued nameplates shall be centered above the right breast pocket 1/8 inch above the pocket seam (see below).



3. Members performing non-patrol, administrative duties can be exempt from uniform requirements with their Commanding Officer's approval.
4. Modified duty members may wear business casual attire.

B. Acquisition of Uniform and Equipment

1. **Purchased by Members.** Members are responsible for the acquisition, care, and maintenance (including alterations) of the items referenced in the current Police Officers Association Memorandum of Understanding (MOU).
2. **Purchased by Department.** Members will be provided the following items in accordance with the replacement timeline on the *Uniform and Equipment Replacement Form* (SFPD Form 172):
 - Service Cap
 - Brass Hat Piece
 - Baseball Cap
 - Ballistic Helmet
 - Ballistic Vest
 - Foul Weather Jacket
 - Traffic Jacket
 - Windbreaker
 - Dress Coat (Class AA)
 - Ike Jacket (Class A)
 - Class A Necktie
 - Safety Glasses
 - Pant Belt
 - Equipment Belt
 - Firearm(s) and Spare Magazines
 - Spare Magazine Holder
 - Pepper Spray & OC Holder
 - Belt Keepers
 - Handcuff Case
 - Baton Ring
 - Key Holder
 - Radio Holder
 - Flashlight
 - Tag Book
 - Ink Pad
 - Whistle
- a. Members of specialized units may be provided specialized uniforms and/or equipment as approved by the Uniform & Safety Committee.
3. **Recruits, Cadets, and Public Safety Aides (PSAs).** The Department will provide the necessary uniforms.

C. Requesting Replacements

1. If the uniform or equipment item(s) meet the replacement schedule in SFPD 172:
 - a. The member must submit the completed SFPD 172 through their chain of command to their Commanding Officer.
 - b. If approved, the Commanding Officer will route SFPD 172 to the Property Control Division (PCD).
 - c. PCD will review and return the completed SFPD 172 and a voucher for the approved item(s) to the member.
 - d. Members will provide the voucher and receive signature from the vendor on the receipt upon taking possession of the new items. Exchange or alteration of the item is the responsibility of the member.
2. When replacement is required for other reasons outside of the replacement schedule (i.e., damage or loss):
 - a. The member shall submit a memorandum through their chain of command to their Commanding Officer detailing the reason for the replacement request.
 - b. The Commanding Officer will determine whether the loss, damage, or theft resulted from the member's negligence.
 - c. If approved, the Commanding Officer will route the memo to PCD.

- d. If denied by the Commanding Officer, the member may submit the original written request, denial, and rebuttal to the Uniform & Safety Committee for review. The Committee's findings will be final.
3. A member may be required to return the old uniform or equipment before new items are issued.

10.01.04 UNIFORM CLASSES

A. Unless otherwise specified below, members shall wear the following with every uniform class:

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| • Uniform Shirt | • Black Leather or Nylon Belt |
| • Undershirt – must be solid black or navy blue and the shirt may not be visible below the hem or cuff of the sleeve | • Equipment Belt outfitted per DGO 10.02 |
| • Uniform Pants | • Black Socks |
| | • Black Shoes or Boots |

1. Members shall not interchange uniform class components.
2. Members of specific units (i.e., Solos, K-9, etc.) shall wear uniforms in accordance with their units' Uniform Vouchers.

B. Unauthorized Uniform Items – The following items are not authorized to wear on duty:

1. Ball caps not issued by the Department.
2. Hooded jackets or hooded sweatshirts.
3. Clothing or accessories with unauthorized logos, messaging, etc.
4. Any item that alters professional uniformity.
5. Exception – see DGO 5.08, *Plainclothes, Non-Uniform, and Undercover Officers*.

C. Class AA Uniform (Formal) – Worn by Commissioned Officers at ceremonies, funerals, state functions, and other formal events.

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| • Service Cap | • Black Necktie |
| • Class AA Dark Blue Dress Coat | • Medal(s) of Valor or Ribbon(s) |
| • Class AA Long-Sleeved White Shirt | • Gloves, as specified |
| • Class AA Dark Blue Trousers | • Handgun and Holster (not exposed) |
| | • Black Shoes or Boots (shined) |

D. Class A Uniform (Formal) – Worn by Non-Commissioned Officers at ceremonies, funerals, state functions, and other formal events.

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| • Service Cap | • Black Necktie |
| • Dark Blue Dress "Ike" Jacket | • Medal(s) of Valor, Ribbon(s), or Pin(s) |
| • Class B Long-Sleeved Dark Blue Shirt | • Gloves, as specified |
| • Class B Dark Blue Pants | • Black Shoes or Boots (shined) |

E. Class B Uniform – Uniform of the Day for all ranks of sworn members, unless directed otherwise by a supervisor.

- Service Cap, unless otherwise directed by a supervisor
- Class B Short or Long-Sleeved Dark Blue Shirt
- Class B Dark Blue Pants
- Soft Armor (in concealed or outer carrier)
- Body Worn Camera (BWC)
- Equipment Belt, outfitted per DGO 10.02

F. Class C Uniform (BDU) – Worn as directed by a supervisor for specific circumstances (e.g., weather, demonstrations, etc.).

- Baseball Cap
- Class C Short or Long-Sleeved Dark Blue Shirt
- Class C Uniform Pants
- Class C Dark Blue Cargo Pants
- Soft Armor (in concealed or outer carrier)
- BWC
- Equipment Belt, outfitted per DGO 10.02

1. In addition to the items above, the following positions' Class C uniforms include:

a. Bicycle Officer

- Bicycle Helmet
- Bicycle Uniform Shirt
- Dark Blue Cycling Pants or Shorts
- Bicycle Gloves
- Cycling Shoes

b. Special Operations and Specialists (all ranks)

- Hard Armor (as needed)
- Riot Gear
- Black Leather Gloves
- Other operation or mission-specific equipment or attire

G. Accessories

1. Rain gear may be worn as appropriate.

2. Glasses

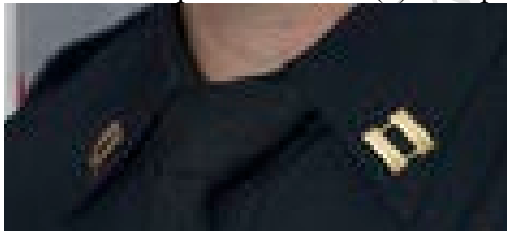
- a. Sunglasses may be worn while on duty when environmental conditions warrant (i.e., sunlight, glare, etc.)
- b. Prescription eyeglasses shall be professional in appearance and suitable for duty.
- c. Safety glasses and ballistic eyewear may be worn when required by assignment, training, or operational necessity.

3. Beanies or watch caps are authorized at the discretion of the Patrol Watch Commander.

4. Ballistic helmets shall be worn as appropriate or as ordered.

- a. The member's star number shall be attached on both sides of the helmet in gold vinyl adhesive, Helvetica style, and two (2) inches in height.
- b. The numbers will be placed on the left and right sides of the helmet, approximately 1/4 inches above the top of the face shield, with each number spaced approximately 1/4 inches apart.

5. Seniority stripes may be worn for each five (5) years of service in the Department and, if worn, shall be placed only on the “Ike” jacket and/or the long-sleeved uniform shirt, centered on the left forearm.
6. Medals of Valor, Ribbons, and Pins
 - a. Medals of Valor and ribbons shall not be worn simultaneously, to align with military custom.
 - b. Medals of Valor may be worn only on the formal coat or on the dress “Ike” jacket centered below the star.
 - c. Department-authorized ribbons may only be placed 1/8 inches above the left breast pocket (centered) and displayed in alignment with DGO 3.09, *Department Awards*.
 - d. Department-authorized pins may only be placed 1/8 inches above the nameplate (centered). No more than three (3) pins may be worn at a time.
 - e. Medals of Valor, ribbons, and pins shall not be worn on either breast pocket or service cap.
 - f. No items may be worn on or attached to either breast pocket of the uniform shirt.
7. Shoulder Patches and Chevrons
 - a. Only Department-approved patches may be worn.
 - b. Patches will be below the shoulder seam and centered.
 - c. Shoulder patches and chevrons (Sergeants’ stripes) shall not be placed on the leather jacket or on the rain jacket.
 - d. The Chief has the discretion to temporarily allow the use of specialized patches for appreciation months.
8. Rank insignia is worn by Commissioned Officers.
 - a. Rank insignia will be worn on both sides of the Class B and C uniform shirt collars, with the bars positioned one (1) inch perpendicular to the collar, as shown below.



- b. Rank insignia will be centered on the epaulet 3/4 inches from the shoulder seam on Class AAs and all outermost garments except the Foul Weather jackets.
9. Mourning Bands shall be worn as shown below. Mourning Bands shall cover the star number.



10.01.05 EXCEPTIONS TO VISIBLY DISPLAYED IDENTIFICATION

- A. In addition to the exceptions in DGO 5.08, *Plainclothes, Non-Uniform, and Undercover Officers*, other exceptions to visibly displayed identification include:
1. Officers assigned to SWAT or tactical units, actively performing SWAT or tactical unit responsibilities.
 2. Officers wearing personal protective equipment that prevents such display.
 3. When there are specific and articulable reasons to believe identification would pose a significant danger to the physical safety of the member.
 4. Exigent circumstances.

10.01.06 UNIFORM & SAFETY COMMITTEE

- A. The Chair of the Uniform & Safety Committee is the Deputy Chief of the Administration Bureau.
- B. The Uniform & Safety Committee meets at the direction of the Chair, but not less than twice a year, to review requests.
- C. Members requesting a change to their uniform or equipment items shall send a memo with the changes and potential costs through their chain of command to the Chair.