



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

GENERAL ORDER 38
EFFECTIVE DATE: 1/1996
REVISION DATE:
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I.D. NUMBER: 448

Chief of Police

UNIFORM SPECIFICATIONS AND POLICIES

A. POLICY STATEMENT

It is the policy of this Department that employees present themselves in the most appropriate manner to the public, taking into consideration, contemporary style, uniform image, work needs, command presence, and individual preference. This policy establishes specifications and guidelines for the uniforms to be worn by members of the Concord Police Department.

B. GENERAL

1. All articles of uniform and equipment worn by members of the Concord Police Department shall conform to the specifications contained in this Order and shall be worn in accordance with this policy.
2. Changes or additions to any piece of uniform or equipment must be reviewed by General Staff and approved by the Chief of Police.
3. Members of the Concord Police Department, when off duty or when on duty in civilian clothes, shall not wear or carry their weapons in such a manner that they are conspicuously exposed to view.
 - .1 An exception applies while working inside a Concord Police facility, while in an area not open to the public.
4. All uniform officers shall be in complete uniform when on duty, except wearing of the uniform cap is optional. The Class A hat may be required for special details or formal occasions. Officers will not be in uniform when off duty, except as directed by proper authority or when their assignment otherwise permits.
 - .1 Members going to or from the department, when off duty, may wear a coat, jacket, or sweater over the uniform shirt and with uniform trousers, but without cap or helmet.
 - .01 An exception applies to traffic officers who ride their Department enforcement motorcycles home. They shall remain in full uniform and riding equipment.
5. When the uniform is worn, care shall be taken that it is in good repair, fits properly, is neat, properly pressed, and clean.

C. AUTHORIZED UNIFORMS

1. The following categories of uniforms are authorized to be worn by members of the Concord Police Department as provided in this Order. Uniform specifications are found in Section G of this policy.
 - .1 Class A - For formal occasions or when directed by Command authority.

- .01 Long sleeve shirt with necktie
 - .001 Necktie may be secured to shirt by plain gold colored tie-tack, no wider than ½ inch in width
- .02 Ike jacket
- .03 Uniform wool pants
- .04 Hat
- .05 Black socks
- .06 Black shoes
- .2 Class B - Primary Duty Uniform to be worn by sworn uniform personnel.
 - .01 Short-sleeve shirt without necktie
 - .02 Long-sleeve shirt with or without necktie
 - .001 Necktie may be secured to shirt by plain gold colored tie-bar, no wider than ½ inch in width. The wearing of the tie-bar is limited to the Captains and Chief of Police.
 - .03 Long-sleeve shirt with black turtleneck
 - .04 Uniform wool pants
 - .05 Black socks
 - .06 Black shoes
- .3 Class B - Alternate Duty Uniform to be worn by sworn uniform personnel.
 - .01 Wash and Wear Short-sleeve shirt as per G.O. 38. G.5- without necktie
 - .02 Wash and Wear Long-sleeve shirt as per G.O. 38. G.4- without necktie
 - .03 Wash and Wear Long-sleeve shirt as per G.O. 38. G.4- with black turtleneck
 - .04 Uniform wash and wear pants as per G.O. 38. G.6
 - .05 Black socks
 - .06 Black shoes
- .4 Class C - Tactical Uniform to be worn in accordance with this policy.
 - .01 The authorized Tactical Uniform is the black colored military BDU, Specification # MIL-T-44047E (and inclusive of requirements listed in section G below).
 - .001 Possession of the Tactical Uniform is optional. If desired, it may be purchased by the employee at his/her expense.

- .0001 Overalls, purchased from a designated vendor, will be provided to motorcycle officers for use in commercial vehicle enforcement.
 - .002 Military style boots conforming with this policy shall be worn with the Tactical Uniform; pants will be bloused around the boots.
 - .0001 White socks, if worn in lieu of black socks, shall not be visible
 - .02 The Tactical Uniform may be worn by uniform personnel only during actual inclement weather with supervisory approval, with the following exceptions:
 - .001 Officers assigned to the below listed functions may wear the Tactical Uniform at their option:
 - .0001 K-9 Officer
 - .0002 Crime Scene Investigator or Corporal
 - .0003 Special Enforcement Team Officer or Sergeant
 - .0004 Contra Costa County Mutual Aide Mobile Field Force
 - .03 The Watch Commander or in his absence an on-duty Command Officer may approve the wearing of the Tactical Uniform if articulable tactical circumstances dictate. In such case, the authorization will remain in effect only for the period of the defined circumstances.
 - .04 The Department baseball cap may only be worn with the Class B or Class C uniform.
 - .5 Bicycle Uniform & Special Events Uniform - to be worn while assigned to Bicycle or Special Events Duty.
 - .6 Motorcycle Uniform - To be worn when assigned Motorcycle Duty.
 - .7 Non-Sworn Uniforms - To be worn by non-sworn personnel assigned designated positions.
 - .8 Volunteer Uniforms - To be worn by those volunteers who are working assignments that require uniform dress as defined by the Volunteer Coordinator.
2. Officer uniforms will be laundered through dry cleaning only, with the exception of the Tactical Uniform.
 3. When department rain gear is worn, non-uniform items of clothing under the rain gear are optional, provided they are not visible.
 4. The Class A jacket will only be worn over long sleeve shirts with a necktie.
 5. Motorcycle Officers will wear a bow tie when a tie is worn.
 6. Long sleeve shirts will not be worn with the sleeves rolled up.

D. CIVILIAN CLOTHING

1. Personnel assigned to non-uniformed duties, other than Special Investigations, may wear apparel which conveys a businesslike and professional image. In addition to a suit or a sport coat/slacks combination, such attire includes a collared shirt with pants or slacks.
 - .1 Personnel assigned to Special Investigations may wear clothing appropriate to the nature and scope of their duties.
 - .2 Personnel assigned to the Financial Crimes Unit frequently handle items of property and vehicles that are dirty and often ruin traditional business attire. Financial Crimes Unit personnel have the option to wear the following:
 - .01 Black polo shirt
 - .001 Any brand meeting the specifications listed below
 - .002 Fabric – 50/50 poly/cotton blend or 100% cotton
 - .003 Color – Black
 - .004 Style - Polo, piquépocket
 - .005 The approved embroidered badge and embroidered name badge affixed to the shirt are required.
 - .02 Khaki-style pants
 - .001 Any brand meeting the specifications listed below
 - .002 Fabric – 65/35 poly/cotton blend or 100% cotton
 - .003 Color –Khaki
 - .004 Style – Six pocket utility pant
 - .03 Black shoes; either athletic or duty boots
2. All sworn and non-sworn personnel appearing in court or other judicial forum in civilian clothing shall comply with the following dress code:
 - .1 Suits or sports coats and slacks shall be worn by male employees. A tie shall be worn with either of the preceding.
 - .2 Female employees shall wear appropriate dress or business attire.

E. PROFESSIONAL IMAGE

1. Department personnel are reminded that a professional appearance is required while on duty, whether wearing civilian attire or uniform. All officers shall dress in a manner which will convey a businesslike and professional image.

F. UNIFORM INSPECTIONS

1. Each employee is responsible for his/her own personal uniform appearance and compliance with this uniform policy.

2. Patrol Sergeants shall conduct periodic line-up inspections. Patrol Sergeants are responsible for maintaining daily conformance with uniform specifications.
 - .1 The Patrol Sergeant shall instruct an officer to immediately correct any condition of his/her uniform that is not in compliance with the standards as set forth in this policy.
 - .01 The Patrol Sergeant shall conduct a follow-up inspection to ensure that corrections have been made, and that the officer is in compliance with the standards set forth in this policy.
3. Each Division Commander, or designee, will conduct an annual uniform inspection in January of each employee under his/her command and ensure each employee meets uniform standards and possesses all required uniform items and equipment.
 - .1 Officers who are not in compliance with the standards as set forth in this policy shall be instructed by the Division Commander to immediately correct the condition.
 - .2 The supervisor of an employee found not to be in compliance with the standards as set forth in this policy shall conduct a follow-up inspection to ensure compliance.

G. UNIFORM SPECIFICATIONS

1. Complete uniform specifications are filed in the Investigations and Administrative Division. The following guidelines are provided to aid officers in making purchases of new and replacement items. Employees who purchase uniform items from merchants are responsible for purchasing items that conform to our specifications.
 - .1 Uniform long-sleeve shirt - Required:
 - .01 Any brand meeting the specifications listed below
 - .02 Fabric - 100% wool, 10 - 10½ oz. tropical weave
 - .03 Color - LAPD - dark navy blue
 - .04 Style - plain, pleated breast pockets with scalloped flaps, shoulder epaulets with cross stitch and navy blue buttons. Velcro pocket closures may be utilized with pocket buttons.
 - .05 Crew-neck undershirt, black in color (when worn open-collared without necktie)
 - .06 Turtleneck or mock turtleneck, black in color
 - .2 Uniform short-sleeve shirt - Required:
 - .01 Any brand meeting the specifications listed below
 - .02 Fabric - 100% wool, 10 - 10½ oz. tropical weave
 - .03 Color - LAPD - dark navy blue
 - .04 Style - plain, pleated breast pockets with scalloped flaps, shoulder epaulets with cross stitch and navy blue buttons. Velcro pocket closures may be utilized with pocket buttons.
 - .05 Crew-neck undershirt, black

.3 Trousers - Required:

- .01 Any brand meeting the specifications listed below
- .02 Fabric - 100% wool elastique, 14 - 19½ oz.
- .03 Color - LAPD - dark navy blue
- .04 Design - uniform pattern, plain front with straight side pockets, one watch pocket, two back pockets with exposed top and bottom cord and two club pockets. Rear pocket flaps allowed on motorcycle pants.
- .05 Style - trouser leg to measure 18" - 22" at knee and 17" - 21" at bottom with no more than two inches difference between the two. Bottom of leg to be plain with two-inch turnup allowing the front to rest on the shoe without any break.
- .06 Motorcycle britches - provided by the City of Concord
 - .001 Any brand meeting the specifications listed below
 - .002 Color LAPD dark navy blue
 - .003 Fabric - 100% wool elastique
 - .004 19 or 16 ounce weight

.4 Alternate Class B Uniform long-sleeve shirt - Optional:

- .01 Flying Cross Deluxe Tactical Uniform Shirt-item # 48W3986
- .02 Fabric - 70% polyester, 28% rayon,2% lycra
- .03 Color - LAPD - dark navy blue
- .04 Style - plain, pleated breast pockets with scalloped flaps, shoulder epaulets with cross stitch and navy blue buttons. Velcro pocket closures may be utilized with pocket buttons.
- .05 Crew-neck undershirt, black in color (when worn open-collared without necktie)
- .06 Turtleneck or mock turtleneck, black in color

.5 Alternate Class B Uniform short-sleeve shirt - Optional:

- .01 Flying Cross Deluxe Tactical Uniform Shirt - item # 98R3986
- .02 Fabric - 70% polyester, 28% rayon,2% lycra
- .03 Color - LAPD - dark navy blue
- .04 Style - plain, pleated breast pockets with scalloped flaps, shoulder epaulets with cross stitch and navy blue buttons. Velcro pocket closures may be utilized with pocket buttons.
- .05 Crew-neck undershirt, black

.6 Alternate Class B Trousers - Optional:

- .01 Flying Cross Deluxe Tactical-item # 36400
- .02 Fabric - 70% polyester, 28% rayon, 2% lycra
- .03 Color - LAPD - dark navy blue-
- .04 Design – Flying Cross Deluxe Tactical, plain front with straight side pockets, two back pockets with exposed top and bottom cord, two zippered and concealed cargo pockets and one club pockets.
- .05 Style - trouser leg to measure 18” - 22” at knee and 17” - 21” at bottom with no more than two inches difference between the two. Bottom of leg to be plain with two-inch turnup allowing the front to rest on the shoe without any break.

.7 Jackets - Authorized:

.01 Class A - Required:

- .001 Fabric - 19 oz. wool elastique
- .002 Color - LAPD - dark navy blue.
- .003 Style - semi-dress, waist length, front zipper closure with peak lapel collar, pleated scalloped breast pockets with gold metal ‘P’ buttons, shoulder epaulets with cross stitch and gold ‘P’ buttons, and coat sleeves

.02 Class B - Foul Weather - Required:

- .001 Any multi-season duty jacket brand meeting the specifications listed below
- .002 Color – black
- .003 Fabric – Nylon shell, with or without Gortex
- .004 Style – waist length, zipper front closure, pleated scalloped pockets with gold metal ‘P’ buttons, shoulder epaulets with cross stitch and gold metal ‘P’ buttons. Side vent zippers, removable insulated liner, pile collar, badge tab and matching hood are allowed
- .005 The approved cloth badge and name tag (both required) affixed to the jacket are optional

.03 Motorcycle Officer Leather Jacket - Provided by the City

- .001 Golden Bear Sportswear brand
- .002 Color - Black
- .003 Fabric - Leather

.8 Tactical BDU Uniform – Optional

- .01 Any brand meeting the specifications listed below
 - .02 Fabric – 65% polyester and 35% cotton twill or rip-stop cloth
 - .03 Color – Black
 - .04 Style – Military # MIL-T-44047E; six pocket pants with draw string bottom and two pocket dress shirt
 - .05 Optional zip-off long sleeves and rear flashlight/sap pockets are allowed
 - .06 The approved cloth badge and name tag (both required) affixed to the shirt are optional
 - .07 Bellowed chest pockets are not allowed
 - .08 The BDU manufactured by the 5.11 Company, though not constructed in the exact material combination listed in .02 above, is acceptable if in conformance with all other subsections of .5.
- .9 Windbreaker Jacket – Optional
- .01 Any brand meeting the specifications listed below
 - .02 Fabric – 100% nylon shell
 - .03 Color – Black
 - .04 Style – Lay down collar, snap front closure, drawstring bottom, elastic cuffs
 - .05 Lettering shall be in accordance to authorized special unit specifications
- .10 Class A Hat - Required:
- .01 Fabric – 100% wool elastique
 - .02 Style - Lancaster, round, style #82508818, or similar “Modified Pershing” style round top, with 2 ¼ brim; Bayly #9811, with plain exterior band and “gold Snake” strap, Bayly #7033. Honor guard hats may be of different specifications.
 - .03 Color - LAPD - dark navy blue
 - .04 The hat shall not be altered from its original size and shape. Internal stiffener may not be removed.
- .11 Necktie - Required:
- .01 Fabric - 75% polyester/25% wool
 - .02 Color - black
 - .03 Style - snap-on with Windsor knot, 3½” width maximum
 - .04 Length - must end within 1½” of top of duty belt.

.001 Plain gold colored tie-bar, no wider than ½ inch in width, may be worn to secure body of tie to shirt. Wearing of the tie-bar is limited to Captains and the Chief of Police.

.12 Turtleneck or Mock Turtleneck Shirt:

.01 50/50 poly/cotton, black only, any brand.

.02 Optional embroidered ‘CPD’ initials may be worn on the right side of the turtleneck collar. Embroidery must be in gold block letters, ½” in height.

.001 No other design, logo, monogram or initials may be visible

.13 Shoes - Required:

.01 Color - black

.02 Material:

.001 Full grain scuff resisting smooth finished leather capable of accepting a high gloss polishing or high gloss poromeric (Corfam)

.002 Black gortex or black cloth material boot siding is permissible

.03 Style - smooth rounded toe without seams or stitching

.04 Military style boots, conforming with these criteria, are required with the Tactical Uniform.

.05 Coarse grain leather and athletic type footwear are expressly prohibited.

.06 Motorcycle boots

.001 Any brand meeting the specifications listed below

.002 Fabric – Full grain leather capable of accepting a high gloss shine

.003 Style - Bal - lace patrol boot with boot top buckle

.004 Color - Black

.0001 The City will pay for the purchase and repair of boots for motorcycle officers.

.0002 Motorcycle officers shall wear the specified boots.

.14 Socks:

.01 Black, if visible

.15 K-9 Officer Optional Uniform:

.01 K-9 Officers are permitted to purchase, at their own expense, and wear a Tactical Uniform while handling their dogs.

.001 K-9 Officers are permitted to purchase, at their own expense, the approved windbreaker jacket. The windbreaker shall have "CONCORD POLICE K-9" in gold 2 1/2 inch letters on the back, an embroidered yellow star with "City of Concord" on top and "K-9" in the middle on the left breast. On the right breast, the jacket shall have the officer's first and last name embroidered in yellow, 3/4 inch letters. The windbreaker shall only be worn under the following circumstances:

.0001 Departmental training

.0002 To identify the officer as a Concord Police Officer when the officer, while in an off-duty status, is requested to respond to a department authorized callout, and it is not practical for the officer to change into his/her normal duty uniform.

.02 Shoes

.001 Military style boots conforming with this policy will be worn, and pants will be bloused around boots.

.03 Uniform shall be tailored, so as to be neat in appearance.

.16 Crime Scene Technician & Investigators

.01 Crime scene technicians and investigators are permitted to purchase, at their own expense, and wear the approved tactical BDU uniform or polo shirt and BDU pants while engaged in their primary duty as a crime scene investigator.

.02 BDU shall have CPD shoulder patches, an embroidered name strip above right pocket, and the words "Forensic Specialist" embroidered above left pocket. The rear of the shirt shall be embroidered with the word "Forensics."

.03 Polo Shirt

.001 Any brand meeting the specifications listed below

.002 Fabric – 50/50 poly/cotton blend

.003 Color – Navy blue

.004 Style - Polo, piqué pocket

.005 The approved cloth badge and embroidered name badge affixed to the shirt are required

.04 Pants

.001 Any brand meeting the specifications listed below

.002 Fabric – 65/35 poly/cotton blend

.003 Color – Navy blue

.004 Style – Six pocket utility pant

- .05 Shoes
 - .001 Black uniform style as described in Section G.1.8
- .06 Pullover Jacket
 - .001 Any brand meeting the specifications listed below
 - .002 Fabric – Poly/cotton fleece blend
 - .003 Color – Navy Blue
 - .004 Style – ¼ zip, long sleeve pullover jacket with collar
 - .005 An approved cloth badge or embroidered badge with the word “FORENSICS” and embroidered name badge are required.
- .17 Special Enforcement Team Uniform
 - .01 SET Officers are permitted to purchase, at their own expense, and wear the approved Department Tactical Uniform, while engaged in their primary duty as a SET officer.
 - .02 Shoes
 - .001 Military style boots conforming with this policy will be worn, and pants will be bloused around the boots.
 - .03 Uniform shall be tailored, so as to be neat in appearance.
 - .04 On some occasions the SET will be allowed to wear black nylon raid windbreaker jackets. Concord Police Special Enforcement Team will be printed in gold letters across the back. POLICE will be printed in gold across the front of the jacket along with the Departmental badge stenciled on the left breast and “Special Enforcement Team” on the right breast.
 - .05 When wearing the raid jackets the officers may wear black or blue Levi pants with boots or civilian athletic shoes.
 - .06 On some occasions the SET will also be allowed to wear black “Polo” type shirts with similar printing as the raid jackets. These shirts may be work with Levis, black Tactical Uniform or black BDU pants as required.
- .18 Equestrian Officer
 - .01 On special occasions and upon approval of the Chief of Police or his/her designee, officers assigned to the police department Honor Guard may be authorized to ride horses. Uniform specifications for those occasions are set forth in the Honor Guard Policy.
- .19 Baseball Cap - Optional:
 - .01 Fabric – wool or “summer weight” blend
 - .02 Color - black
 - .03 Style - Richardson Pro Model #512

.04 Embroidery – CONCORD POLICE will be embroidered in gold ½” block letters across the front of the hat, with the word “CONCORD” placed above the word “POLICE”. The officer’s last name or CPD ID number may be embroidered on the back of the hat above the size adjustment strap utilizing the same specifications as the front embroidery. Specialty units such as K9, SET, SWAT and SIB may add the unit’s standard abbreviation on the front of the hat in the space between the words “CONCORD” and “POLICE”.

.001 Motorcycle officers

.0001 New Era Pro model with Concord PD in gold embroidered block letters above gold embroidered replica of motorcycle flying wheel helmet cap piece.

.20 Rain Wear:

.01 Any brand meeting the specifications listed below

.02 Fabric – nylon, polyvinyl or vinyl material

.03 Color - Black. Reversible orange or yellow (inner jacket) with reflective tape is permitted.

.04 Style - two-piece, jacket and trousers/or leggings.

.001 Jacket – Waist length (31”) or knee length (48”), snap or zipper front closure, lay down collar, elastic or tap cuffs. Side vent zippers, removable insulated liner, badge tab and matching hood are allowed

.002 Pants – Elastic or tab closure legs, elastic, button or zipper waist, no pockets

.003 Blue vest with reflectorized stripes and the word “POLICE” in reflectorized lettering shall be worn when directing traffic or in the roadway controlling traffic.

.21 Bicycle Patrol Uniform or Special Events Uniform:

.01 Shirt – Bellwether (Style: 101 or 113), navy with uniform shoulder patches, embroidered CPD star and name badge on the front, and 12” x 3-1/2” panel reading “POLICE” in silver reflective lettering on the back.

.02 Shorts – Bellwether (Style: 201), navy.

.03 Pants - Bellwether (Style: 203), navy.

.04 Jacket - Bellwether (Style: 613), navy with uniform shoulder patches, embroidered CPD star and name badge on the front, and 12” x 3-1/2” panel reading “POLICE” in silver reflective lettering on the back.

.05 Helmet - black with “Police” stenciling on sides

.06 Socks - black cycling or white low cut running.

.07 Shoes - black cycling or low cut athletic shoes

.08 Duty belt - Regular duty belt or Bianchi brand Accumold nylon web gear, black

- .09 A special events uniform is authorized for special assignment, i.e., parades, etc. when the weather is hot and with approval of a supervisor.
- .10 The bicycle uniform specifications outlined in Sections G.1.18.01 through G.1.18.08 of this policy shall take effect on January 1, 2018. Officers who are certified as bicycle officers for the Concord Police Department, and are currently wearing bicycle uniforms previously authorized may continue to do so until such time as any uniform item needs replacement. All replacement uniform items shall be in compliance with Sections G.1.16.01 through G.1.16.08 of this policy.
- .22 Gloves:
 - .01 Fabric -leather, neoprene or polynylon blend
 - .02 Color - Black
 - .001 Sap style gloves are prohibited
 - .03 Motorcycle officer
 - .001 Warm weather
 - .0001 Fabric - Leather
 - .0002 Color - Black or beige
 - .002 Cold weather
 - .0001 Fabric - Leather
 - .0002 Color - Black
 - .0003 Style - Gauntlet

H. NON-SWORN/PARA-PROFESSIONAL UNIFORM SPECIFICATIONS

1. The authorized uniform for the general Cadet, Intern, and Community Specialist positions is as follows, unless otherwise stated:
 - .1 Uniform long-sleeve shirt:
 - .01 Any brand meeting the specifications listed below
 - .02 Fabric - 65% Dacron polyester/35% Avril rayon
 - .03 Color - light blue
 - .04 Style - plain, pleated breast pockets with scalloped flaps, shoulder epaulets with cross stitch and clear buttons. Velcro pocket closures may be utilized with pocket buttons.
 - .05 Crew-neck undershirt, turtleneck, mock turtleneck, navy blue in color
 - .2 Uniform short-sleeve shirt:

- .01 Any brand meeting the specifications listed below
- .02 Fabric - 65% Dacron polyester/35% rayon, tropical deluxe weave
- .03 Color - light blue
- .04 Style - plain, pleated breast pockets with scalloped flaps, shoulder epaulets with cross stitch and clear buttons. Velcro pocket closures may be utilized with pocket buttons.
- .05 Crew-neck undershirt, navy blue in color (when worn open-collared without necktie).

.3 Class B jacket, necktie, shoes, socks, turtleneck, rainwear, and baseball cap carry the same specifications as for Sworn personnel.

.4 Class B jacket for Cadets is for multi-season wear and dark blue in color. "Cadet" is embroidered over the right breast pocket. A civilian embroidered badge is attached over the left breast pocket. 2. Parking Enforcement Staff

.1 Uniform short-sleeve shirt:

- .01 Any brand meeting the specifications below.
 - .02 Fabric 65% polyester/35% coolmax fabric
 - .03 Color. Light Blue
 - .04 Style plain pleated breast pockets with scalloped flaps, shoulder epaulets with cross stitch and clear buttons. Velcro closures on pocket closures may be utilized with pocket buttons.
- .05 Crew neck undershirt, navy blue in color, will be worn.

.2 Trousers

- .01 Any brand meeting the specifications listed below
- .02 Fabric - 100% polyester
- .03 Color - LAPD - dark navy blue
- .04 Style - Design - uniform pattern, plain front with straight side pockets, one watch pocket, two back pockets with exposed top and bottom cord and two club pockets. Rear pocket flaps allowed on motorcycle pants.
- .05 Style - trouser leg to measure 18" - 22" at knee and 17" - 21" at bottom with no more than two inches difference between the two. Bottom of leg to be plain with two-inch turn-up allowing the front to rest on the shoe without any break.

.3 Uniform Shorts

- .01 Any brand meeting the specifications listed below
- .02 Fabric: 65% polyester / 35 % cotton or nylon rip-stop mil spec BDU
- .03 Color: Dark navy blue

.04 Style: Six pocket BDU utility shorts

.05 Style: shorts leg to measure no more than 1 ½ inch to top of knee cap.

3. Parking Enforcement Staff working in the field and the Equipment Officer

.1 Parking Services employees that work in the field and the Equipment Officer are permitted to purchase, at their own expense, and wear the approved polo shirt and BDU pants while engaged in their primary duties.

.2 Polo shirt

.01 Any brand meeting the specifications below

.02 Fabrics – 50/50 poly/cotton blend

.03 Color – Navy blue

.04 Style – Polo, piqué pocket

.05 The approved cloth badge and embroidered name ribbon affixed to the shirt are required.

.06 “Parking Services” shall be embroidered on the back of the shirt.

.3 Pants

.001 Any brand meeting the specifications listed below

.002 Fabric – 65/35 poly/cotton blend

.003 Color – Navy blue

.004 Style – Six pocket utility pant

.4 Shoes

.01 Black uniform style as described in Section G.1.10

4. Community Service Desk Staff

.1 Full-time Community Service Desk Staff with a uniform allowance benefit are permitted to purchase, at their own expense, and wear the approved polo shirt and BDU pants while engaged in their primary duties. Part-time Community Service Desk Staff, who do not have a uniform allowance benefit, will be provided with one polo shirt and one pair of BDU pants. Any additional uniforms can be purchased at their own expense.

.2 Polo Shirt

.01 Any brand meeting the specifications below

.02 Fabrics – 50/50 poly/cotton blend

.03 Color – Navy Blue

- .04 Style – Polo, pique pocket
- .05 The approved embroidered badge and embroidered first name on the shirt are required.
- .3 Pants
 - .01 Any brand meeting the specifications listed below
 - .02 Fabric – 65/35 poly/cotton blend
 - .03 Color – Khaki
 - .04 Style – Six pocket utility pant (hemmed, not bloused)
- .4 Shoes
 - .01 Any brand meeting the specifications listed below
 - .02 Color – Black
 - .03 Style – Military style boots conforming with this policy
- .5 Socks
 - .01 Color - Black

5. Volunteers in Police Service – Neighborhood Patrol

.1 Volunteers who are assigned to Neighborhood Patrol duties shall comply with the uniform specifications outlined below. The uniform is not to be worn when off-duty, with the exception of going to and from their work location as long as a coat, jacket, shirt or sweater is worn over the uniform shirt. One uniform item will be supplied by the department per year.

- .2 Uniform Shirt
 - .01 Any brand meeting the specifications below
 - .02 May be long-sleeved or short-sleeved, cannot wear long-sleeved with the sleeves rolled up
 - .03 Fabric – Dacron/polyester/rayon, mixture
 - .04 Color – White
 - .05 Style – Plain, pleated breast pockets with scalloped flaps, shoulder epaulets with cross stitch and white buttons. Velcro pocket closures may be utilized with pocket buttons
 - .06 Crew-neck undershirt, white in color (when worn open-collared without a necktie)
- .3 Trousers
 - .01 Any brand meeting the specifications listed below

- .02 Fabric – Dacron/polyester/rayon/wool, mixture
- .03 Color – Dark navy blue
- .04 Style – Uniform pattern, plain front with straight side pockets, two back pockets. Bottom of leg to be plain with two inch turnout allowing the front to rest on the shoe without any break.
- .4 Trousers – Optional
 - .01 Any brand meeting the specifications listed below
 - .02 Fabric – 100% wool elastique, 14-19 oz
 - .03 Color – LAPD dark navy blue
 - .04 Style – Uniform pattern, plain front with straight side pockets, two back pockets. Bottom of leg to be plain with two inch turnout allowing the front to rest on the shoe without any break.
- .5 Trousers – Optional
 - .01 Brand – MFG 511, BDU's six pocket
 - .02 Fabric – Poly/cotton twill
 - .03 Color – Navy Blue
- .6 Necktie – Required for Class A Uniform
 - .01 Any brand meeting the specifications listed below
 - .02 Fabric – 75% polyester/25% wool
 - .03 Color – Black
 - .04 Style – Snap-on with Windsor knot, 3.5" width maximum
 - .001 Plain silver colored tie-bar, no wider than .5" width, may be worn to secure body of tie to shirt
- .7 Turtleneck or Mock Turtleneck Shirt – Optional
 - .01 Any brand meeting the specifications listed below
 - .02 Fabric – 50/50 poly/cotton
 - .03 Color – White
 - .04 Optional embroidered "CPD" initials may be worn on the right side of the turtleneck collar
 - .001 Embroidery must be in black block letters, .5" in height
- .8 Shoes
 - .01 Any brand meeting the specifications listed below

- .02 Material – Full grain scuff resisting smooth finished leather capable of accepting a high gloss polishing
- .03 Color – Black
- .04 Style – Smooth rounded toe without seams or stitching
- .9 Boots – Optional
 - .01 Material – Full grain leather capable of accepting a high gloss shine. Black gortex or black cloth material boot siding is permissible
 - .02 Color – Black
 - .03 Style – Military style boots and may be worn with BDU’s. When worn will be bloused around boots
- .10 Socks
 - .01 Any brand and must be black if visible
- .11 Belt
 - .01 Black leather, 1.75”, basket weave, with silver buckle
- 12. Gloves, black, leather – Optional
- 13. Sweater – Optional
 - .01 Any brand meeting the specifications listed below
 - .02 Cardigan V – neck model 5600, 100% Acrylic
 - .03 Cardigan zipper front, model 5510, 100% Acrylic
- 14. Baseball Caps – Optional
 - .01 Any brand meeting the specifications listed below
 - .02 Color – Dark navy blue
 - .03 Embroidery – “CONCORD POLICE” will be embroidered in gold .5” block letters across the front of the hat and centered above the bill. The volunteer’s last name may be embroidered on the back of the hat and above the size adjustment strap, with the same specifications as the front.
 - .04 Can only be worn with Class B or Class C uniform as listed below
- 15. Jackets and Rain Gear
 - .01 These items will be furnished by the department
- 16. Authorized Patches, Insignias, Pins, Jewelry, and ID

- .01 White Short and Long-Sleeved Shirts
 - worn on both upper arms
 - .001 “Volunteers in Police Services” rocker patch above the current CPD patch,
 - .002 An issued name tag will be worn above the right shirt pocket
 - .003 The Volunteer Length of Service pin may be worn on the right pocket flap and attached by chain to the left of the Presidential Volunteer Service Award
 - .004 The Presidential Volunteer Service Award pin (bronze, silver or gold) may be worn on the right pocket flap on the left side breast pocket flap
 - .005 The Presidential Volunteer Lifetime Service Award pin (blue) may be worn on the right pocket flap to the right of the Presidential Volunteer Service Award pin
 - .006 FTO pin will be worn on the right pocked flap to the right of the Presidential Volunteer Service Award pin
 - .007 Picture ID badges will not be worn with the uniform
 - .008 Department awarded medals, pins, and/or ribbons may be worn. Ribbons are to be worn closest to center and above the right breast pocket
 - .009 An American flag pin may be worn on the top and centered above the right pocket flap
 - .010 No jewelry or other items may be worn upon the uniform other than those specifically authorized by the Chief of Police
 - .02 Department Issued Badge
 - .001 Badges issued by the department will be worn only on the Neighborhood Patrol uniform, unless otherwise directed
 - .002 Badges lost in the line of duty will be replaced by the department. If it is lost or damaged due to personal negligence, it will be replaced at the expense of the member responsible for the loss
 - .003 Badges shall not be altered in any fashion without authorization from the Chief of Police
 - .004 The giving, issuing or selling of badges or objects that represent the appearance of an official volunteer badge to non-Neighborhood Patrol members is prohibited
 - .005 Issued badges shall be returned to the department inventory whenever a member leaves Neighborhood Patrol
- 17. Uniform Class Definitions
 - .01 Class A – For Formal occasions or when directed by Command authority

- .001 Long-sleeved shirt, necktie, uniform pants, black socks, black shoes – all according to the specifications listed in Section H.5 above
 - .02 Class B – Primary Duty Uniform
 - .001 Long-sleeved shirt (with or without necktie) or short-sleeved shirt, pants, black socks, black shoes or military style boots – all according to the specifications listed in Section H.5 above
 - .03 Class C – Special Events or when directed by Command authority
 - .001 Red Polo Shirt with cloth badge and “VIPS Training Staff” affixed to the front – Required for FTO’s
 - .002 White Polo Shirt with cloth badge, name ribbon, and “Neighborhood Patrol” affixed to the front – Optional
 - .003 Pants, black socks, black shoes or military style boots – all according to the specifications listed in Section H.5 above
18. Court Appearances
- .01 All volunteer personnel appearing in court or other judicial forum shall comply with the following dress code:
 - .001 Class A uniform
 - or
 - .002 Males – Suits or sports coats and slacks, with a shirt and tie
 - .003 Females – Appropriate dress or business attire

I. DETENTION FACILITY UNIFORM SPECIFICATIONS

- 1. The authorized uniform for the non-sworn personnel assigned to the detention facility is as follows:
 - .1 Non-sworn/para-professional personnel uniform as stated in Section H, Tactical BDU or a one piece uniform as specified below
 - .2 Tactical Uniform is the navy blue colored military BDU, Specification # MIL-T-44047E.
 - .001 Possession of the Tactical Uniform is optional. If desired, it may be purchased and worn by the employee at his/her expense.
 - .3 One piece uniform- any brand meeting the specifications listed below
 - .01 Fabric – 65/35 poly/cotton twill or rip stop cloth
 - .02 Color – Navy blue
 - .03 Style – Jumpsuit, adjustable side tabs for fit, shoulder epaulets with cross stitch, lay down collar, zipper front closure, two chest pockets, six bottom pockets

- .04 The approved shoulder patches, cloth badge and embroidered name badge affixed to the shirt portion of the jumpsuit are required
- .05 Possession of the one piece uniform is optional. If desired, it may be purchased and worn by the employee at his/her expense.
- .4 Class B jacket, necktie, shoes, socks, turtleneck, and baseball cap carry the same specifications as for Sworn personnel.

J. CODE ENFORCEMENT OFFICER UNIFORM

1. The authorized uniform for the non-sworn personnel assigned to Code Enforcement is as follows:
 - .1 Shoes: Black, full grain scuff resisting smooth finished leather capable of accepting a high gloss polish
 - .2 Trousers: Navy blue colored military BDU, Specification # MIL-T-44047E, 65/35 poly/cotton twill or rip stop cloth
 - .3 Shirt: Khaki color, short or long sleeve, 65% polyester/35% cotton plain pleated breast pockets with scalloped flaps, shoulder epaulets with cross stitch and khaki buttons. (Ex: Horace Small Sentinel SP66). Shirts shall have CPD shoulder patches, a cloth "City of Concord" badge over the embroidered words "Code Enforcement" over the left pocket, and a name strip above the right pocket.
 - .4 Black 1.5" basket weave belt with Velcro closure

K. SWORN OFFICER RANK DESIGNATIONS

1. Uniform Rank Insignia
 - .1 Chief – Designated with four (4) gold-stars to be worn on collars of all uniforms.
 - .01 Two one-inch gold stripes on each sleeve of Class A jacket.
 - .02 Four gold-stars to be worn on the epaulets of all jackets.
 - .2 Captain – Designated with double gold-bars to be worn on collars of all uniforms.
 - .01 Two ½ inch gold stripes on each sleeve of Class A jacket.
 - .02 Double gold-bars to be worn on the epaulets of all jackets.
 - .3 Lieutenant – Designated with single gold-bar to be worn on collars of all uniforms and jackets.
 - .01 One ½ inch gold stripe on each sleeve of Class A jacket.
 - .02 Single gold-bars to be worn on the epaulets of all jackets.
 - .4 Master Sergeant (Mandatory patch for qualifying Sergeant) – Designated with 3-stripe chevron (including single rocker and star) to be worn on sleeves of all uniforms and jackets below city patch.

- .01 Larger size Master Sergeant chevrons to be worn on all uniforms and jackets below city patch.
- .02 Smaller size Master Sergeant chevrons are authorized to be worn on short sleeve uniforms, or on all uniforms or jackets for smaller-statured Sergeants, below city patch.
- .5 Sergeant – Designated with standard 3-stripe chevron to be worn on sleeves of all uniforms and jackets below city patch.
- .6 Corporal – Designated with 2-stripe chevron to be worn on sleeves of all uniforms and jackets below city patch.
- .7 Master Officer (Mandatory patch for qualifying officer)– Designated with single-stripe chevron (including single rocker and star) to be worn on sleeves of all uniforms and jackets below city patch.

L. SWORN OFFICER SERVICE STRIPES

1. Service stripes may be worn on the left lower long sleeve uniform at the expense and discretion of the employee.
 - .1 Each stripe worn shall denote five years of completed service as a full time sworn peace officer.
 - .01 Completed years of service shall include full time years of service completed with the City or any previous full time completed years of service transferred as a lateral sworn officer.
 - .001 A year of service shall be completed on the first day following the officer’s swear-in anniversary date.
 - .2 Reserve sworn officers may wear service stripes according to their completed years of service within the reserve officer classification.
 - .01 Reserve officer classification years and full time sworn officer classification years combined may not be denoted with service stripes worn by a full time sworn officer.
 - .3 Service stripes may only be worn on Class A, Class B and Tactical uniforms.
 - .4 At the request of the employee, the City shall provide four sets of service stripes for the 20th and 25th year of total completed peace officer service pursuant to the MOU.

M. AUTHORIZED INSIGNIAS, PINS, JEWELRY

1. No jewelry of any type may be worn upon the uniform other than those specifically authorized by the Chief of Police.
2. Service pins depicting an officer’s current assignment may be worn on the uniform centered over the right breast pocket. Current authorized pins include any one of the following:
 - .1 K-9 pin
 - .2 Motorcycle Flying Wheel pin
 - .3 CSI pin

- .4 SWAT pin
 - .5 Hostage Negotiator pin
 - .6 Employee Recognition pin
 - .7 PTO or FTO pin
 - .8 SET pin
 - .9 Crossed Sabers (Equestrian officer)
3. An American Flag bar style pin may be worn on the uniform, centered over the left breast pocket underneath the badge.
 4. Department awarded enameled pins shall be worn centered over the right breast pocket and centered under any service pin worn by the employee.
 - .1 Department awarded service pins and enameled pins may be worn on the Class A or Class B uniform. Medals will only be worn on the Class A Ike jacket or Class A shirt with tie. Service pins may be worn on the Class C uniform. Enameled pins and medals shall not be worn on the Class C uniform.
 - .2 Enameled ribbons are to be worn with the highest ranking ribbon worn closest to the center of the right breast pocket and in descending order.
 - .01 Enameled ribbon ranking:
 - .001 Medal of Valor
 - .002 Distinguished Service Medal
 - .003 Blue Star
 - .004 Silver Star
 - .005 Life Saving
 - .006 Outstanding Service Award
 - .007 Critical Incident Service pin
 - .008 SWAT 10 year service pin
 - .009 TNT 10 year service pin
 - .010 Crimson Heart-K9
 - .02 Ribbons are limited to three across. Any subsequent ribbons shall be centered above the row below.

N. DEPARTMENT ISSUED BADGES

1. Only department issued or authorized badges shall be worn.

- .1 Badges issued by the department will be returned to department inventory whenever a member changes status requiring a new badge, other than promotion to a higher job classification, resigns or is terminated.
 - .01 Sworn personnel who are promoted to a higher job classification may retain the badge of their previous rank.
- .2 The Chief of Police, at his/her discretion, may allow a member, upon retirement or medical retirement, to retain the department issued badge.
- .3 The department will replace badges lost in the line of duty.
 - .01 Badges lost or damaged due to personal negligence will be replaced at the expense of the member responsible for the loss of the badge.
- .4 Department issued badges shall not be altered in any fashion without authorization from the Chief of Police.
- .5 The giving, issuing or selling of badges or objects that represent the appearance of an official Concord police badge to non-law enforcement persons by department members is prohibited.

O. EMPLOYEE IDENTIFICATION

1. All uniform personnel will wear a nameplate on their uniform, in addition to their badge, at all times. Field Operations uniform personnel need to display a consistent and uniform appearance to the public; therefore, all uniform personnel will be required to wear their nameplate on their uniform centered over their right breast pocket with the bottom of the nameplate being flush with the top seam of the pocket flap.
 - .1 Badges with a name ribbon affixed to them will not cover the requirements of this policy. A separate nameplate is required.
 - .2 Personnel authorized to wear the department approved Tactical Uniform may wear a badge as described in Section J-1 above or a cloth department badge sewn above the left breast pocket.
 - .01 If a cloth badge is worn, the officer shall also wear a cloth name patch. Such patch shall be in gold ½” letters and sewn above the right breast pocket.
2. All department personnel in civilian attire shall have their Police Department identification cards on their person while inside the Police Department, on Department grounds, or in any Concord Police facility.