


PORTLAND POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

	Subject:	Uniform and Civilian Attire	Policy #:	102
	Distribution:	All Personnel	Effective Date:	12/08/2013
	Standards:	COP	Revision Date:	03/01/2020
	By Order Of:	Chief of Police	Review:	Biennially

I. PURPOSE:

The purpose of this policy is to regulate the appearance of officers and non-sworn personnel by describing the police uniform and attendant police equipment, and acceptable attire for non-sworn employees.

II. POLICY:

It is the policy of the Portland Police Department to achieve and maintain the highest standards of professional integrity and public respect for individual police officers, Department personnel and the Department. Supervisory personnel will ensure that the articles of clothing and items specified in this directive are worn as required. All other items not specified herein are not permitted to be worn or carried. Exceptions to permissible or not permitted items to be worn or carried will only be allowed and authorized by specific permission from a member of the command staff.

III. Definitions

Body art: Art made on, with or consisting of the human body. Body art includes, but is not limited to, tattoos, piercings, shaping and body modification. Body art does not include procedures necessitated by deformity or injury or generally accepted cosmetic changes performed by or at the direction of a licensed medical professional.

Body modification: a form of body art, body modification is the intentional alteration of the body, head, face, or skin to include inserting objects under the skin to create a design or pattern, gauging or stretching earlobes, intentional scarring or burning of skin to create a design or pattern.

Business Professional Attire: A suit or dress shirt and trousers with a sports jacket and necktie for men. Equivalent attire or a dress for women.

Business Attire: Button down shirts with tie, trousers or khakis for men; equivalent attire with the option of a knit shirt or sweater for women.

Business Casual Attire: Collared shirts with khakis for men; equivalent attire for women.

Casual Attire: Plain t-shirts with jeans. Ripped, soiled or wrinkled clothing is not acceptable.

Tattoo: procedure of permanently marking the skin with ink or dye.

IV. The Police Uniform

The police uniform shall be neat, clean, pressed, and properly fit presenting a professional appearance.

A. Dress Uniform

1. The Dress Uniform is reserved for ceremonial occasions and other designated events.
2. The Dress Uniform consists of the following:
 - a. Dress Jacket
 - b. Long-sleeved blue shirt with slate blue tie
 - c. Navy blue pant with slate blue stripes
 - d. Sam Browne belt worn with the crossover strap supporting the strong side of the officer's belt, the officer's issued firearm on the strong side, handcuffs with case centered on the back, and two magazines with holder in the vertical position on the weak side front.
 - e. Uniform hat: Navy blue in color, military style, with wire in the crown. The hat band shall be black in color for patrol officers and gold in color for supervisory and command officers. The hat badge shall be silver in color for patrol officers, gold in color for supervisory and command officers. The uniform hat shall be worn squared on the head, the width of two fingers above the eyebrows.
 - f. Shoes: Leather shoes or boots. Sneakers shall not be worn with the dress uniform.
 - g. Gloves: White issued gloves shall be worn as directed

B. Uniform of the Day

1. The uniform of the day is the standard working uniform to be worn by an officer assigned to uniformed duty.
2. The uniform of the day consists of the following:
 - a. Trousers: as issued, navy blue in color
 - b. Shirt: as issued, navy blue in color
 - 1) Long Sleeve: Shall be worn a) with all buttons buttoned and a tie; b) with the collar open, a black undershirt, no tie and fully buttoned except the top button; or c) with an authorized turtleneck or dickey, no tie and fully buttoned except the top button. The authorized turtleneck or dickey shall

be black in color, have "PPD" embroidered left of center on the collar, and worn only between October 1st and March 31st.

- 2) Short Sleeve: Shall be worn with the collar open, a black undershirt, no tie and be fully buttoned except for the top button.
- c. Hat: As described in paragraph IV.A.2.e above. Officers are required to carry the uniform hat with them in the vehicle at all times and to have the hat during daily roll call inspections. The hat may be worn at all times while wearing the uniform of the day. The hat must be worn during special events or functions, while on foot patrol, and/or anytime a supervisor orders officers to wear the hat.
- d. Footwear: Shall be black in color; plain toe shoes, boots or plain black sneakers are allowed.
- e. Necktie: worn with the long sleeve shirt with collar buttoned. An issued tie clasp must be worn on the necktie. The tie clasp, silver for patrol officers and gold for supervisory and command officers shall be worn in line with the bottom edge of the pocket flap.
- f. Name bar: Shall be worn centered and parallel to, and above, the top seam of the right pocket of the shirt, with the bottom of the bar touching the top seam of the pocket. Serving pins will be attached to the name bar.
- g. Badge: As issued; silver in color for patrol officers, gold in color for detectives, supervisors, and command officers. The badge shall be worn on the left breast in the space provided. In the event there is no provision on the garment for the badge, it shall be worn centered over the left breast pocket with the bottom of the badge touching the upper seam of the pocket. Mourning bands shall be worn as directed by the Chief of Police or designee.
- h. Waist Belt: As issued; shall be 1 3/4" black smooth leather or black nylon.
- i. Uniform Gun Belt (Sam Browne belt without shoulder strap): black in color; shall be worn at all times while in uniform, except it may be removed for station duty. Uniform gun belts shall be worn with the following accessories:
 - 1) Handgun and holster (as issued or as permitted);
 - 2) Handcuffs and case (as issued);
 - 3) Ammunition, magazine, and holder (as issued or as permitted);
 - 4) Baton (as issued);
 - 5) Taser and holster (for officers qualified to carry);
 - 6) Portable radio with holder; and
 - 7) OC spray with holder.

The following accessories may also be worn on the uniform gun belt except when wearing the dress uniform:

- 1) Glove holder;
- 2) Flashlight holder;
- 3) Knife holder;
- 4) Phone holder; and
- 5) Utility Pouch.

Accessory holders must be black in color and made of leather or nylon consistent with the uniform belt.

j. Outside Vest Carriers: the following equipment will be worn on the vest:

- 1) Portable radio with holder
- 2) Magazines with holder
- 3) Handcuffs with holder
- 4) OC spray with holder
- 5) Name tag and badge
- 6) Utility Pouch

k. Insignia

- 1) Collar Insignia: Shall be gold in color for command staff officers. Sergeants shall wear collar insignia only when not wearing sergeant chevrons on the shirt or jacket sleeve. Command staff officers shall wear collar insignia on both collar points in the manner described below and pictured in Appendix A:
 - a) Long sleeve shirt with tie – For command staff officers, the insignia shall be placed at the approximate center of the collar 1” from the front edge. Sergeant insignia shall be placed 1” from the collar point with the single point up and the center of the insignia on a line bisecting the point of the collar.
 - b) Shirt with open collar – For command staff officers, the insignia shall be placed at the approximate center of the collar parallel to and 1” from the front edge. Sergeant insignia shall be placed 1” from the collar point with the single point up and the center of the insignia on a line bisecting the point of the collar.

c) Command staff officers shall wear insignia on the epaulettes when wearing the leather jacket.

2) Chevrons

Shall be centered directly below the shoulder patch with the upper point of the chevron patch 1/4" below the lower point of the shoulder patch. The chevrons will be blue outlined in dark blue on the uniform shirts and uniform jacket. Chevrons (See Appendix B) shall be worn as appropriate to signify the officer holds the rank of Sergeant.

Chevrons should also be worn to signify the position of Field Training Officer.

3) Hash Marks

Shall be worn to signify five years of service, they will be blue outlined in dark blue and worn on the left sleeve of the long sleeve shirt.

3. Optional Clothing and Accessories

The following items may be worn with the Uniform of the Day as described below:

a. Sunglasses

Officers may wear sunglasses, if necessary, that are professional and business like in appearance. Brightly colored, mirrored, or faddish styles are not appropriate. Officers are encouraged to remove the glasses when dealing with the public. Sunglasses shall not be worn resting on top of the head, hat, or the back of the head.

b. Gloves

May be worn during cold weather, during disorders, or when protection for the hands is necessary. Gloves shall be black in color.

c. Sweaters or Vests

A plain black or navy sweater or vest can be worn for warmth over a uniform shirt and under a uniform jacket.

d. Jacket/Raincoat: black or dark navy blue

e. Service Pins

Officers may wear the academy pin, CIT pin, military service pin, or FBINA pin centered above the name tag over the right breast pocket. Officers may wear a total of two pins on the uniform.

f. Watch Cap

In extreme weather, officers may wear a solid black watch cap, which has not been altered or modified, with the badge insignia.

g. Utility Knife

While on duty, officers may carry a folding knife for utility purposes only. The knife shall be kept folded and secured in a safe manner when not in use. Officers shall not carry fixed blade knives; except Special Reaction Team members and Dive Team members are authorized to carry a fixed blade knife when in training or on a call-out.

C. Utility Uniform

Canine Officers and Evidence Technicians are authorized to wear an approved utility uniform as their duty uniform. The utility uniform shall be worn with the shirt tucked in and the pants not bloused. The officer's name tag shall be embroidered above the right breast pocket and the Portland Police badge embroidered above the left breast pocket.

D. Bike uniform

Officers assigned to bike patrol shall wear the bike uniform consisting of a short or long sleeve golf shirt, bike shorts, or pants, a jacket (optional), and a helmet. Reflective material must be visible on the outermost layer of clothing and on the bike helmet.

V. Wearing of Police Uniform Off Duty

The purpose of this section is to avoid a public perception in a given situation that a Portland police officer is on duty, because of his/her appearance, and that he/she is engaging in an unacceptable activity for an on-duty officer.

A. To and from work

The police uniform may be worn by officers only in direct travel to and from the police station or a police duty assignment.

B. Non-work activities

The police uniform shall not be worn by officers in situations that are clearly not police work related. This includes activities on the way to or from work; such as social activities, shopping, leisure activities, or any other non-police, public activity.

For purposes of the above restrictions, being in uniform includes any part of the police uniform which, if visible, would cause a reasonable person to identify the wearer as a Portland police officer.

VI. Uniforms for Civilian Personnel

In order to standardize appearance, make personnel easily identifiable to the public, and protect personal clothing, civilian personnel in specified job assignments are required to wear department-issued uniforms.

A. All civilian uniformed personnel must:

1. Ensure that their uniforms are clean, adequately pressed, and serviceable;
2. Request replacement of torn or ill-fitting clothing as necessary; and
3. Wear footwear that is suitable to their assignment.

B. The following civilian classifications are issued uniforms as specified:

1. Telecommunicators and Telecommunications Supervisors

- a. Khaki trousers
- b. Blue shirt with emblem
- c. Blue long sleeve, fleece pullovers

2. Animal Control Officers

- a. Blue coveralls or trousers
- b. Blue shirt with emblem
- c. Blue jacket
- d. Badge

3. Process Servers

- a. Blue trousers
- b. Blue shirt with emblem
- c. Blue jacket
- d. Badge

4. Property and Evidence Coordinator

- a. Blue trousers
- b. Blue Shirt with emblem
- c. Blue jacket

5. Ordinance Enforcement Officer

- a. Khaki trousers
- b. Blue shirt with emblem

6. Police Cadet

- a. Khaki trousers
- b. Blue shirt with emblem
- c. Blue jacket

7. Police Chaplains

- a. Black trousers or skirt
- b. Black shirt with emblem
- c. Black jacket

VII. Civilian Dress

- A. Dress regulations will be at the discretion of the command staff. This discretionary authority includes, but is not limited to, dress regulations for specific activities and for seasonal considerations.
- B. Sworn police officers performing non-uniform functions are subject to dress code regulations for the purpose of ensuring uniformity, neatness and a professional appearance.
 - 1. Non-Uniform Assignments: Sworn personnel permanently or temporarily assigned to non-uniform positions (e.g. Detectives) shall wear business attire during their regular duty. During City of Portland designated "Casual Dress" season, non-uniform sworn personnel may wear business casual attire.
 - 2. Court Attire
 - a. District or Traffic Court: officers shall wear a police uniform or business casual attire (collared shirt with khakis).
 - b. Grand Jury: officers shall wear a police uniform or business professional attire (suit or jacket and tie with dress pants).
 - c. Superior Court: Business professional attire (suit or jacket and tie)
 - 3. Training
 - a. Unless otherwise directed, officers may wear casual attire to Portland PD sponsored training.

- b. Officers attending outside training shall dress professionally and in accordance with the dress code specified in the training announcement and/or hosting agency's guidelines.

4. Plainclothes Details

Sworn officers assigned to plainclothes positions or special details are authorized to wear clothing appropriate to the assigned detail. The style of clothing will be at the discretion of the detail commander.

B. Non-sworn Personnel

Non-sworn personnel of the Department, who are not required to wear a uniform, particularly those whose function includes public contact, are subject to dress code regulations for the purpose of ensuring uniformity, neatness and a professional appearance. Such clothing shall be neat, clean and pressed, in keeping with a professional image. Shorts, sneakers, jeans, T-shirts, and sweatshirts are not acceptable.

VIII. Personal Appearance

Employees of the Department are required to maintain a neat, clean and professional appearance in keeping with contemporary business and professional standards.

A. Mustaches and beards

Beards must be well groomed, closely trimmed, and a natural color. The bulk of the beard must not exceed one-half inch from the skin of the face. Mustaches must also be well groomed and neatly trimmed, and no portion of the mustache shall extend below the lip line of the upper lip. Goatees, muttonchops and other patchy or spotty clumps of facial hair are not allowed. Sideburns shall be neatly trimmed, shall not extend below the earlobe and shall not be flared.

B. Hairstyle

Hairstyles are a matter of choice provided the style is in keeping with professional standards. Styles for sworn employees shall not extend to the collar of the shirt or excessively protrude outside the uniform hat. Faddish or extreme hairstyles to include unnatural colors are not appropriate.

C. Jewelry

Body piercing jewelry, other than a single earring in the earlobes, is prohibited in body areas that are visible to the public while on-duty. Gauging is prohibited.

D. Body Art

Body art that may be considered racist, sexist, extremist, gang-related, obscene, sexually explicit, or prejudicial to the good order, discipline and morale of the organization is prohibited for all personnel. The Chief of Police or designee will make the final determination as to what is or is not allowable.

Tattoos on the neck (above the collarbone), face, scalp, hands (below the wrists), or fingers are prohibited for all personnel with the exception of one ring tattoo per hand. The ring tattoo may be no more than 10 mm wide and may not extend beyond the area between the first and second knuckle.

Unless prohibited in paragraph 1 or 2 above, tattoos are permissible and do not require covering while on duty.

All other visible body modification is prohibited for all personnel and must be covered while on-duty in uniform or authorized civilian attire.

E. Nail polish

On fingernails shall be clear or otherwise conservative.

F. Cosmetics

Make-up shall be conservative and natural looking and applied so as to blend with skin tone. False eyelashes and/or heavy make-up for eyelids and face are not permitted. Natural or artificial scents that could be distracting or annoying to others should be avoided.

IX. Waiver by the Chief of Police

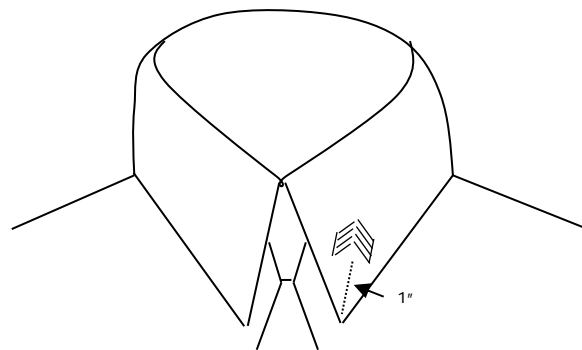
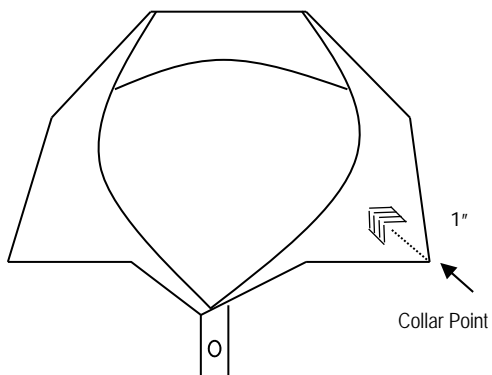
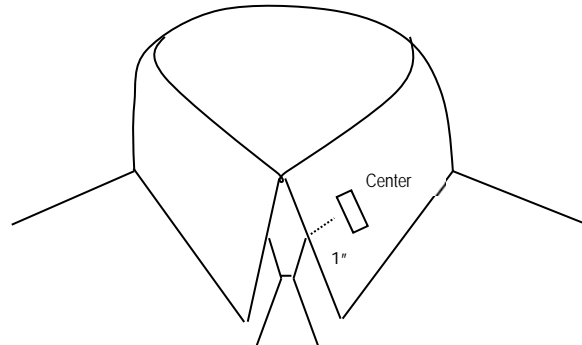
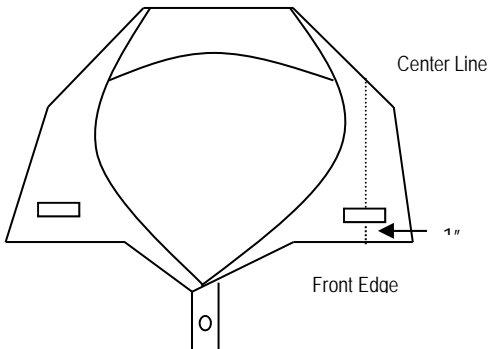
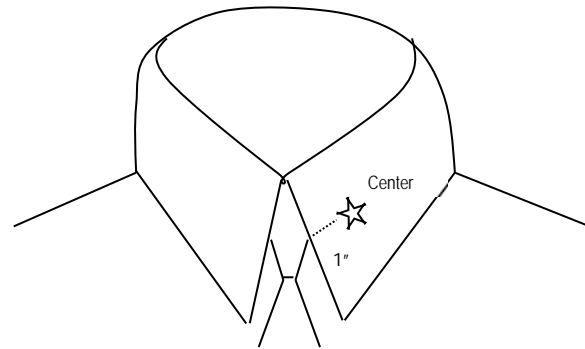
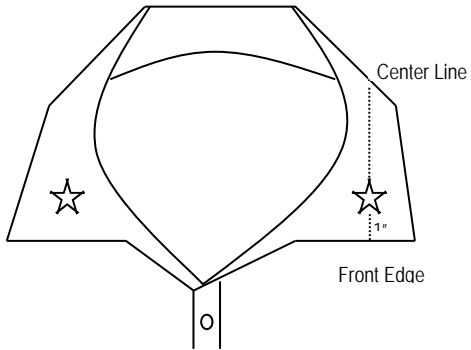
- A. The Chief of Police or his/her designee is the final authority as to the appropriateness of any facial hair, hairstyle, body piercing, tattoo(s), branding, body markings or body art and/or forms of cover.
- B. An exception to the above procedures is allowed if an employee's duty assignment requires a non-businesslike appearance and permission is given by the Chief of Police or his/her designee.
- C. No unauthorized modifications or alterations shall be made to the approved uniforms. The Chief of Police may authorize deviations from existing standards as a result of a bona fide religious requirement provided that such variations can be reasonably accommodated and do not adversely impact the employee's occupational responsibilities.

Appendix A

Uniform Insignia

Short Sleeve Shirt with Open Collar

Long Sleeve Shirt with Tie



Appendix B

Chevron Designations

Sergeant (Patrol)



Field Training Officer

