The District Police Department has several distinct categories of personnel. These include police officers, security guards, prevention control officers, and dispatchers, and crossing guards. Each employee wears uniforms and accessories provided by the District. The proper wearing of uniforms is specified in detail in References Departmental Directive 422-308 – Uniform Regulations, Prevention, Control Officers/Public Safety Representatives, Departmental Directive 422-308 – Uniform Regulations, Prevention, Control Officers/Public Safety Representatives, Departmental Directive 422-309 – Uniform Regulations, Dispatchers, and Departmental Directive 422-310 – Uniform Regulations, Crossing Guard.

### Uniform Color / Type

A description of the basic uniform in each category is as follows:

#### Police Officers

Police officers will wear French dark blue shirts, long or short-sleeved with dark blue flap pockets and dark blue epaulets. Trousers are dark blue with a double red stripe down the outer seam of each leg and are tailored with a plain bottom trouser leg.

#### Security Guard Officers

Prevention control officers Security guards will wear light blue polo style shirts, long or short-sleeved with matching flap pockets. Trousers are dark blue and tailored with a plain trouser leg.

#### Dispatchers

Dispatchers will wear white shirts light blue polo style shirts, long or short-sleeved with matching flap pockets. Trousers are black and tailored with a plain trouser leg. A black uniform skirt may be worn in place of trousers.

#### Crossing Guards

Crossing guards will wear blue knit shirts, short-sleeved. Trousers are black and tailored with a plain trouser leg.

### Footwear

Shoes must be black and either clarino finish or capable of being polished to a high shine. Shoes must also be closed-toe and closed-heel.

### Uniform Coordinators

Uniform coordinators are liaisons between the uniform vendor and the District Police Department.

**For Police Officers**

The uniform coordinator for police officers prevention control officers, security guards, and dispatchers is the police budget person. The uniform coordinator contacts the uniform vendor regarding uniform size, measurements, orders, and delivery.

**For Crossing Guards**

The uniform coordinator for the crossing guard unit is the supervisor, crossing guards, or designee.

### Initial Uniform and Accessory Issue

Each individual hired for a uniformed position will receive a basic issue of uniforms and accessories. Initial uniform and accessory issuance is as follows:

<table>
<thead>
<tr>
<th>Uniform Color / Type</th>
<th>Initial Uniform and Accessory Issue</th>
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<tbody>
<tr>
<td>Police Officers</td>
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<td>Dispatchers</td>
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<td>Crossing Guards</td>
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<tr>
<td>Footwear</td>
<td></td>
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<tr>
<td>Uniform Coordinators</td>
<td></td>
</tr>
</tbody>
</table>
1. All new employees will be fitted for uniforms by the vendor. The quantity of the uniform issue will be dependent upon the employee's assignment.

2. Classified officers will be issued a bullet resistant vest as part of their initial issue. Vest will be replaced every five years based on the manufacturer's recommendation.

Crossing Guards

Crossing guards will be issued uniforms from stock on hand at the crossing guard unit. The initial uniform issuance is two light blue short-sleeved knit shirts with the District school crossing guard logo, two pairs of black trousers, one raincoat, and one reflective vest.

Subsequent Uniform and Accessory Issue

Employees may receive yearly uniform and accessory allotments as follows:

Employees Other Than Crossing Guards

All uniformed employees who require an exchange of a uniform item purchased by the department will coordinate with the training sergeant for the replacement of the item to determine if it needs to be exchanged. If the Training Sergeant approves the exchange, the officer will receive a voucher from the business manager. The Business Manager will coordinate the uniform exchange with the approved uniform vendor. Other than crossing guards receive an annual allocation for additional or replacement uniforms or accessories up to a set dollar amount. Employees must complete a voucher to order subsequent uniforms and accessories he voucher is approved by the employee's immediate supervisor after approval, the supervisor forwards the voucher to the uniform coordinator. The uniform coordinator reviews the voucher and sends it to the vendor. The uniform vendor will notify the business manager when the uniforms are ready. The employee will pick up the uniform. Employees are authorized to return only two uniform items per year. Uniforms are picked up by the uniform coordinator or designee and distributed to the employees by the supervisor.

Crossing Guards

The crossing guard uniforms and accessories, if any, are issued or replaced at the discretion of the supervisor, crossing guards.

Uniform Care and Maintenance

Each individual is responsible for the care and maintenance of issued uniforms.

Return of Uniforms

If an employee separates from the District, they must return any issued uniforms to the District Police Department. Uniforms in good repair will be retained and damaged uniforms will be discarded.
Exceptions to Uniform requirements

Not all police personnel are required to wear a uniform, nor will all uniformed personnel necessarily be in the same exact uniform because of differing assignments. If there is any doubt as to whether an individual is an employee of the District Police Department, an employee should show his or her District-issued identification card. Each police officer and most District Police Department employees, other than crossing guards, have an identification card that includes his or her name, physical description, and job title, and is signed by the chief of police.

Consultation

This regulation has been through consultation (Administrative: May 6, 2008; Instructional: February 23, 2023; Noninstructional: February 28, 2023; May 1, 2008).

Maintenance Responsibility

The chief of police, District Police Department, is responsible for maintenance of this regulation.

Effective Date

This regulation shall be effective as of the adoption date, May 2, 2023.

REFERENCES:

(a) CO1(REGULATION)

(b) CL9(REGULATION)

(c) Departmental Directive 422-307—Uniform Regulations, Police Officers

(d) Departmental Directive 422-308—Uniform Regulations, Prevention, Control Officers/Public Safety Representatives

(e) Departmental Directive 422-309—Uniform Regulations, Dispatchers

(f) Departmental Directive 422-310—Uniform Regulations, Crossing Guard