

TITLE: UNIFORM REGULATIONS AND APPEARANCE

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PURPOSE

The purpose of this directive is to delineate the Department's initial clothing and equipment issue and to establish a standard of appearance and apparel for Department employees.

DISCUSSION

Department employees perform a diversity of functions which entail the use of a variety of civilian and Officer clothing, uniforms and equipment. The condition and appearance of personnel, uniforms, and equipment are a reflection on the Department.

POLICY

It shall be the policy of the Department to issue uniform and equipment as required for employees to accomplish assigned functions and to allow for the care and maintenance of equipment and uniforms. It shall further be the policy of the Department that employees present a neat, clean, and professional appearance.

PROCEDURE

INITIAL EQUIPMENT ISSUE

88.1.01 Most of the equipment that each employee initially receives will be issued by the Fleet/Property section. Some specialized equipment not normally stocked by the Fleet/Property section will be purchased directly from suppliers.

BASIC POLICE OFFICER TRAINING

88.1.02 Officers scheduled to attend the Basic Police Officer Training course will be issued the required uniforms and equipment in accordance with Law Enforcement Academy rules and regulations.

ASSIGNMENT TO FIELD TRAINING PROGRAM

88.1.03 Prior to assignment to the Field Training Program, Officers will be issued sufficient uniforms and equipment to successfully carry out their duties.

OPERATIONS DIVISION UNIFORMED PATROL

SWORN OFFICER UNIFORM SHIRTS

88.1.04 Long and Short sleeve shirts shall be 100% textured polyester, polyester/wool blend, or a polyester/rayon/lycra blend, plain weave, two-ply construction. The shirt will have a button or mock-button zipper front, military creases and placket front. It shall have two pleated pockets with a pen division in left pocket and badge tab. Shirts will be navy blue in color.

88.1.05 Both long and short sleeve shirts can be worn year round at the discretion of the officer.

88.1.06 Any officer, who, upon his/her arms, has a visible tattoo that would be prohibited, as described in paragraphs A-F of section 88.1.116, or a body modification as described by section 88.1.115, must wear a long-sleeve shirt while on duty.

88.1.07 Uniformed Officers are authorized to wear undershirts. If the undershirt is visible at the neckline, it must be plain black in color and in good condition. No undershirts sleeves or armbands shall protrude from the uniform sleeves.

88.1.08 Sleeves will not be rolled up or turned under on any uniform shirt.

SWORN OFFICER UNIFORM TROUSERS

88.1.09 Uniform trousers will be navy blue in color, 100% Dacron polyester, polyester/wool blend, or a polyester/rayon/lycra blend. Material weight will be

at least 13 oz and the trousers will have western style rear pockets with at least one button-down rear pocket (an additional rear flashlight pocket is optional; however, side cargo pockets are not authorized.). The trousers will have two front pockets, and belt loops large enough to fit standard Sam Browne inner belts.

88.1.10 A white side stripe along the trouser leg shall be worn by the Traffic and DU I officers.

“UTILITY” UNIFORM

88.1.11 In lieu of the Class-B uniform, officers are authorized to wear an optional utility uniform for patrol duty. The authorized utility uniform consists of the Blauer polyester SuperShirt and 6 pocket pant. The currently authorized Blauer item numbers are:

- | | |
|---|--------|
| A. Men’s 6-Pocket Polyester Pants | #8657 |
| B. Men’s Polyester SuperShirt
(long sleeve) | #8670 |
| C. Men’s Polyester SuperShirt
(short sleeve) | #8675 |
| D. Women’s 6-Pocket Polyester Pants | #8657W |
| E. Women’s Polyester SuperShirt
(long sleeve) | #8670W |
| F. Women’s Polyester SuperShirt
(short sleeve) | #8675W |

(Note: Officers may not mix polyester and "utility" style uniforms; all uniform components must be of the same material.)

UNIFORM SWEATERS

88.1.12 Uniform sweaters shall be commando style, black in color. They will be worn over a uniform shirt and contain SFPD shoulder patches.

88.1.13 The approved mock turtleneck may be worn underneath the uniform shirt while wearing the sweater. The color of the mock turtleneck shall also be black in color.

88.1.14 Personnel with rank (Sergeants and above) will be required to wear the sweater with epaulets and will display the appropriate rank insignia on same. Non-ranking personnel will not have epaulets.

88.1.15 The uniform shirt collar is to be worn outside the sweater and the lower hem of the sweater must not extend below the Sam Browne belt.

UNIFORM COAT/JACKET

88.1.16 All uniform coats/jackets must be black in color (may be navy blue if issued by the department). The following coats are authorized for wear:

- A. Trooper coat with a nylon outer shell;
- B. Leather jacket - Police style;
- C. Wind breaker;
- D. Soft shell jacket;
- E. Medium weight bomber jacket;
- F. Down or poly-filled jacket;
- G. Reversible Hi-Visibility Jackets (reflective side may be worn while conducting traffic control, checkpoints, or while operating a Police Motorcycle or Bicycle);
- H. Police Motorcycle Jacket (motorcycle use only); and
- I. Police Bike Jacket (bike use only).

No other type of uniform coat/jacket is allowed.

88.1.17 All uniform coats must have police shoulder patches and while wearing any coat, the department police badge (metal or cloth) must be displayed on the coat.

88.1.18 One winter coat may be purchased every year with departmental clothing allowance.

88.1.19 Officers will have the option of placing a reflective patch with the words "POLICE" across the back of the uniform coat.

FOOTWEAR

88.1.20 Shoes will be police issue oxford style with a rounded toe and shall be black in color. Footwear shall be kept free of dirt and mud.

- A. Shoes worn with the Class-A uniform must be black in color, with no design, have a plain toe, and be constructed of material that is polishable leather or have a high gloss finish.

88.1.21 Patrol boots will be police issue, black in color, with no design, and have a plain toe. Footwear shall be kept free of dirt and mud.

- A. Boots worn with the Class-A uniform must be black in color, with no design, have a plain toe, and be constructed of material that is polishable leather or have a high gloss finish.

88.1.22 A medical excuse signed and issued by a licensed qualified physician or a podiatrist will be required for exemption from wearing the aforementioned footwear noting the medical reason(s) which would preclude use of the approved items. The appearance of any medically prescribed footwear must conform to department-approved footwear in construction and color.

GLOVES

88.1.23 Gloves will be full-fingered, black in color leather, safety or tactical style gloves constructed of sturdy material. White cotton gloves may be required for special occasions, such as funerals or escorts.

88.1.24 Officers handling evidence to be printed, bloody items, or while physically dealing with individuals that present a possible health hazard shall wear latex, medical gloves.

SPECIAL WEAR

88.1.25 Raincoats may be black or a fluorescent yellow, orange, or green slicker or trench coat style.

- A. Motorcycle officers may wear a yellow or black rain suit consisting of a jacket and

pants, when operating department issued motorcycles.

88.1.26 Reflective safety vests shall be worn by personnel when directing or controlling traffic, unless there are emergency or exigent circumstances which could preclude use of the vests.

PROTECTIVE/BALLISTIC VESTS

88.1.27 Protective/ballistic body armor will be departmental issue and shall be worn by all uniformed field personnel.

88.1.28 Sworn personnel assigned to permanent or temporary administrative duties, either in uniform or in plain clothes, are exempt from having to wear body armor while on duty. Administrative personnel temporarily assigned to uniformed field duty for any reason, must wear body armor.

88.1.29 Plainclothes officers and detectives will be required to wear body armor under the following conditions:

- A. When conducting high risk surveillance;
- B. When responding to high-risk calls for service;
- C. When high risk arrests or warrants are executed; and
- D. When directed to do so by a ranking officer.

88.1.30 Sworn personnel not required to wear their body armor at all times will have their body armor stored in their assigned vehicle and readily available.

88.1.31 Sworn personnel are authorized to wear a tactical outer vest carrier while in plain clothes or while wearing the department polo shirt. All outer vest carriers shall be black in color and in good repair.

- A. The vest at a minimum will have a visible "Police" patch on the front and a visible "Police" patch on back of the vest. The

“Police” lettering will be white in color on a black background.

B. Personnel may also attach the following items to the vest:

1. A single Santa Fe Police cloth badge patch on the front left breast area of the carrier;
2. Personnel may attach a single embroidered name strip with white letters/numbers on a black background to the right breast area of the vest or on the back of the vest in the center of the shoulder area of the carrier. The name strip will be the officer’s last name or current badge number (E.g. “MARTINEZ” or “125”);
3. Sergeants and above may wear a 2” x 2” white in color embroidered rank insignia patch on a black background. The rank insignia will be attached to the front of the vest; and
4. Black in color pouches for radio, ammunition magazines, less-lethal devices, handcuffs, medical equipment/kit, BWC device, and black in color secure pistol holster.

C. Personnel assigned to Special Operations may wear an outer vest carrier that is tactical green in color with tactical green in color accessory pouches that are authorized in this directive.

1. All Special Operations Teams, with the exception of the Crisis Negotiations Team, may wear authorized patches that are subdued and matches the color scheme of the vest. (i.e. green subdued patches with green vest, black subdued patches with black vest.)

In addition to circumstances listed above, Special Operations is authorized to wear the outer vest carrier with their designated tactical uniform.

D. All outer carrier vests will be free of any patch, flag insignia, and other patches/embroidered designs or lettering not authorized above.

E. Motorcycle Officers and Bike Patrol Officers are authorized to wear an outer vest carrier as specified in this directive under “**Motorcycle Officers**” and “**Bike Patrol Uniform**”.

88.1.32 Sworn personnel are authorized to wear Small Arms Protective Insert (SAPI) plates in a plate carrier vest in conjunction with department issued body armor for additional protection against rifle threat projectiles.

A. Personnel shall not wear the SAPI plate carrier as a standalone protection against gun fire or in lieu of department issued body armor.

B. The SAPI plates can be worn by uniformed personnel when responding to critical incidents where the potential threat of a firearm being used by an armed suspect is present.

1. SAPI plate carriers shall not be worn during the normal course of duty for uniformed personnel.

C. Personnel may be assigned SAPI plates and carriers based on their duty assignment to Special Operations, the Narcotics Unit, or as authorized by the Chief of Police.

D. Sworn personnel not issued department SAPI plates have the option of purchasing their own SAPI plates and carrier with their clothing allowance or personal funds.

1. All purchases of SAPI plates intended for use while on duty must be requested in writing through the employee’s chain of command to the Chief of Police prior to the employee purchasing the product. This is to prevent a costly expense to the employee purchasing the incorrect

equipment. The request will include the following:

- a. Product information demonstrating the SAPI plate is NIJ 0101.06 Type III certified and tested to defeat special rifle threats;
 - b. Manufacturer;
 - c. Model;
 - d. Duration of product warranty; and
 - e. Number of SAPI plates being purchased.
2. Once the Department approves the employee's request to purchase SAPI plates and the equipment is received, the employee must register the SAPI plate with the Training Division. The Training Division will log the following:
- a. Employee name;
 - b. Manufacturer;
 - c. Model;
 - d. Serial number;
 - e. Duration of product warranty and expiration date; and
 - f. Number of SAPI plates.
3. The plate carrier requirements will be the same as authorized for the tactical outer vest carrier. (NOTE: Some outer vest carriers may also be able to accommodate both department issued body armor panels and SAPI plates).

HEADGEAR

88.1.33 The uniform hat will be a navy blue, eight-point police hat, with grommets to accommodate the hat badge. The wearing of the hat

is mandatory at funerals and other special functions as directed.

- A. All personnel with the rank of Lieutenant and below will wear hats with plain black brims;
- B. Personnel with the rank of Captain will wear hats with a single band of gold oak leaves on the brim; and
- C. The Deputy Chief and Chief of Police will wear multiple bands of gold oak leaves on the brim.

88.1.34 The police issue helmet may be worn during hazardous conditions such as fights, civil disturbance or other incidents where physical injury is imminent or likely. Helmets will be carried in the police vehicle and be available at all times.

88.1.35 Motorcycle or bicycle helmets will be worn at all times by officers operating either a department issued motorcycle, ATV or bicycle. Helmet straps will be fastened while the vehicle is in operation.

88.1.36 Winter/Trooper hats with metal badge or watch hats/beanies **with the word "POLICE" embroidered on the front in white letters** may be worn during periods of inclement/cold weather but are not authorized for wear with the Class A or Dress uniform.

88.1.37 Winter/Trooper hats will be fur-lined with car flaps and shall have manufactured hat badge grommets. Winter/Trooper hats and watch hats/beanies will be black in color.

88.1.38 Baseball style caps are authorized for use with the Class B and utility uniform during patrol operations. The ball cap will be a black, Flex-Fit brand displaying the embroidered Santa Fe Police Department logo centered on its front. No additional embroidery such as name or call sign will be authorized for use with the Class B and utility uniform. Caps with snap back or buckle straps will not be authorized. Caps must be maintained in a serviceable condition and not excessively soiled or faded.

- A. Female officers have the option of wearing the Flex-Fit style cap or a Velcro closure cap of similar style to accommodate their respective hairstyle.
- B. Male officers are not authorized to wear the Velcro closure cap unless a formal request is made and permission is granted by the Chief's Office.

Example:

Authorized Ball Cap for Class B and Utility Uniform



TIES

88.1.39 The uniform tie will be black in color with a four-in-hand style knot.

88.1.40 Wearing ties is optional during normal duty hours. Ties will be required at all formal functions (with the long sleeve uniform shirt), or as directed by the Chief of Police.

88.1.41 A tie bar or tie tack will be an optional item when a tie is worn. Approved designs are limited to law enforcement, military, or City of Santa Fe emblems. Other designs may be approved by the Chief. The tie bar or tie tack will be worn at a point on the tie parallel to the bottom or the shirt pocket flap when the flap is closed.

MOTORCYCLE OFFICERS

88.1.42 Motorcycle Officers will be issued additional uniform equipment to include, but not limited to, the following:

- A. Riding breeches;
- B. Riding boots;
- C. Police motorcycle jacket;
- D. White ascots; and
- E. Lanyards.

88.1.43 Motorcycle Officers and Auxiliary Motorcycle Officers may wear an alternate duty uniform consistent with their assignment.

A. When operating a police motorcycle, officers may wear the following uniform items, which shall be navy blue in color:

- 1. Elbeco external vest carrier # V3114B
- 2. Elbeco Undervest Shirt (long sleeve) # UVS101
- 3. Elbeco Undervest Shirt (short sleeve) # UVS102
- 4. Elbeco Undervest Shirt (short sleeve women's fit) # UVS104
- 5. 5.11 Tactical Motor Breeches # 74407

BIKE PATROL UNIFORM

88.1.44 The standard issue uniform for the SFPD Bike Patrol Officer is as follows:

- A. Royal blue over navy blue two-tone colored bike shirt;
 - 1. Blauer Colorblock Performance Polo (short sleeve) # 8133
 - 2. Blauer Colorblock Performance Polo (long sleeve) # 8143

B. Navy blue bike shorts, utility bike pants, and padded bike underpants;

1. United Uniform Ultraflex Zip Off Bike Patrol Pant
2. Bellwether Patrol Shorts #L9201001

C. Royal blue over navy blue softshell, fleece lined jacket with the wording "POLICE" on the back;

1. Blauer Colorblock Softshell Fleece Jacket # 4670

D. Black ankle socks when wearing bike shorts;

E. Protective/Ballistic body armor carrier, royal blue over navy blue two-tone colored. The officer's name and badge patch will be attached/sewn to the front of the carrier; and

1. Blauer Colorblock Armorskin # 8340

F. Department issued bicycle helmet, black in color.

88.1.45 During cold weather months, the bike officer is also authorized to wear a turtleneck under their bike shirt.

88.1.46 A black commando sweater may also be worn over their bike shirt.

OPEN SPACE OPERATIONS UNIFORM

88.1.47 When operating ATVs/UTVs to patrol off-road, personnel may wear the following:

- A. 5.11 Tactical BDU Pants, or equivalent, solid colored pants only.
- B. Authorized Department Polo Shirt with embroidered Santa Fe Police Logo and department member's name; long sleeve and short sleeve are permitted.

K-9 HANDLER UNIFORM

88.1.48 The Santa Fe Police Department K-9 Handler may dress in a manner that allows the handler to complete day to day activities while

handling a PSD. The authorized K-9 Handler Uniform will be as follows:

A. 5.11 Stryke Tactical BDU Pant, TDU Green in color.

B. 5.11 Stryke Tactical Shirt, TDU Green in color. (Long Sleeve or Short Sleeve) The title of "K-9 Unit" and the officer's the first name initial and last name in uppercase letters must be embroidered above the right shirt pocket and shall be .40 inches tall. The stitching shall be black in color.

1. K-9 Handlers will be authorized to wear the 5.11 Stryke TDU Rapid Long Sleeve Shirt for the purpose of call outs. The Rapid Shirt is not authorized for normal duty wear.

C. Nylon Duty Belt, black in color. All duty gear must be matching material. The mixing of nylon and basket weave duty gear will not be authorized when wearing a Nylon duty belt. Tactical loadbearing belts will only be authorized during call out situations and are not permitted for normal duty wear.

1. K-9 Handlers may utilize a drop leg holster. The holster must secure the firearm and should not permit excessive movement while walking or running. The holster must be a Level II or Level III holster, equivalent to the issued duty holster. The holster shall be black in color with a plain finish.

D. K-9 Handlers shall wear over the ankle boots. The boots shall be Desert Tan or Coyote in color. The boots shall be kept in a clean and free of any stains or discoloration.

E. K-9 Handlers will be authorized to wear the standard Department issued black in color jacket or equivalent.

F. K-9 Handlers may wear the approved Santa Fe Police Department ball cap. K-9 Handlers are also authorized to wear their K-9 Unit Cap. The ball cap shall be maintained as instructed in Directive 88.1.38.

- G. K-9 Handlers may utilize the authorized Department Polo Shirt for training and for call out purposes. At no time will the polo shirt be authorized for normal duty wear, unless approved by the Chiefs Office.
- H. K-9 Handlers will be authorized to wear an outer vest carrier only during call out situations. The outer carrier vest shall be worn as authorized in Directive 88.1.31.
- I. K-9 Handlers will be required to maintain a Class A and Class B Uniform for Patrol Duty wear for special events and as directed by the Chiefs Office.
- J. K-9 Handlers may be issued equipment equivalent to the Santa Fe Police Department Special Weapons and Tactics Team. The items issued to K-9 Handlers will be at the discretion of the Special Operations Commander based upon availability. Such equipment may include, but is not limited to:
 - 1. Ballistic helmet
 - 2. Tactical vest
 - 3. Eye protection
 - 4. Hearing protection
- B. While participating in an approved case plan or as authorized by the CID Commander, Investigations personnel may wear an alternate uniform as follows:
 - 1. Department authorized polo shirt, solid color 5.11 type BDU pants, solid colored tactical nylon belt (between 1.5 inches and 2 inches in width), and black or tan colored boots.
 - 2. Street clothes that are free from offensive logos, that is serviceable and is not excessively soiled or faded.
- C. Personnel assigned to the Region III DTF are permitted to wear street clothes. While conducting warrant services personnel shall wear clothing that is free from offensive logos, is serviceable and is not excessively soiled or faded.
- D. Unless called unexpectedly from the field to testify in court or other such hearing, personnel will appear in proper court attire regardless of duty status or assignment.

88.1.50 When wearing plain clothes on duty or acting in the Department's behalf, Officers will be required to adhere to hairstyle guidelines prescribed under "APPEARANCE AND ACCESSORIES".

<p>OPERATIONS DIVISION PLAIN CLOTHES PERSONNEL</p>

88.1.49 All commissioned Officers working in plain clothes will dress appropriately for the job and will abide by the following guidelines:

- A. Detectives shall wear business casual attire consisting at the minimum of;
 - 1. Male personnel- dress pants with belt, dress shoes, a dress shirt and tie; business suit and blazers are optional.
 - 2. Female personnel- dress pants with or without belt (as long as holster is secured), dress shoes, a blouse or dress shirt; business suit and blazers are optional.

A. EXCEPTIONS:

- 1. Plain-clothes personnel shall be allowed to wear a clean, neatly groomed and maintained mustache, goatee or beard. Beards must be worn with a mustache. Facial hair must not be longer than one (1) inch in length. No portion of the beard may be exceptionally longer than the rest. The neck will remain clean shaven.
- 2. Other exceptions are permitted, at the discretion of the Division Commander, only while the employee is on a bona fide active undercover or vice operation assignment.

PUBLIC SAFETY AIDES

88.1.51 The Public Safety Aide uniform shirt will be gray in color and of the same fabric and specification as approved for uniformed sworn personnel.

88.1.52 Trousers will be navy blue and of the same fabric and specification as approved for uniformed sworn personnel; however, side cargo pockets are optional.

88.1.53 The utility uniform authorized for duty wear in Directive 88.1.11 for sworn personnel is also authorized for wear by Public Safety Aides with their approved shirt and trouser colors.

- A. Personnel who are IPMBA certified and authorized for bicycle patrol functions may wear the approved Bike Patrol Uniform as listed under Directive 88.1.44. The P.S.A. designated colors are Black and Yellow.
- B. Public Safety Aides will be allowed to utilize an alternate uniform which consists of a 5.11 style stryke pant, black in color, with a two toned yellow over black style polo shirt.
 - a. The black and yellow polo shirt can be worn in both long and short sleeve. The polo shirt will have a reflective separator between the two colors.

Example: Authorized alternate uniform shirt.



88.1.54 Footwear shall be the same as that approved for sworn uniformed personnel.

88.1.55 Black commando-type wool sweaters are authorized for wear during cold weather. A black mock turtleneck may also be worn as an undershirt.

88.1.56 Coats/jackets shall be the same as that approved for sworn uniformed personnel but without the option of having "POLICE" on the coat.

88.1.57 Public Safety Aides may wear a navy blue "baseball" style cap, with an embroidered Public Safety Aide shield. Wearing of the field cap is optional. The cap will be kept clean and in good repair. The cap shall be kept free of additional items such as pins, embroidered name or call sign, etc.

88.1.58 Reflective safety vests shall be worn by PSAs when directing or controlling traffic, unless there are exigent or emergency circumstances that would preclude the use of the vest.

PATROL SAFETY AIDES

88.1.59 The Patrol Safety Aide uniform shirt will be French blue in color and of the same fabric and specification as approved for uniformed sworn personnel.

88.1.60 Trousers will be navy blue and of the same fabric and specification as approved for uniformed sworn personnel; however, side cargo pockets are optional.

88.1.61 The utility uniform authorized for duty wear in Directive 88.1.11 for sworn personnel is also authorized for wear by Patrol Safety Aides with their approved shirt and trouser colors.

- A. Personnel who are IPMBA certified and authorized for bicycle patrol functions may wear the approved Bike Patrol Uniform as listed under Directive 88.1.44 with their designated uniform shirt colors.

88.1.62 Footwear shall be the same as that approved for sworn uniformed personnel.

88.1.63 Black commando-type wool sweaters are authorized for wear during cold weather. A black mock turtleneck may also be worn as an undershirt.

88.1.64 Coats/jackets shall be the same as that approved for sworn uniformed personnel but without the option of having "POLICE" on the coat.

88.1.65 Patrol Safety Aides may wear the same baseball cap authorized in 88.1.38. The cap will be kept clean and in good repair. The cap shall be kept free of additional items such as pins, embroidered name or call sign, etc.

88.1.66 Reflective safety vests shall be worn by Patrol Safety Aides when directing or controlling traffic, unless there are exigent or emergency circumstances that would preclude the use of the vest.

ANIMAL SERVICES OFFICERS

88.1.67 The Animal Services Officer uniform shirt will be a silver tan in color and of the same fabric and specification as that approved for sworn personnel. A plain black undershirt with a plain neck is authorized for wear under the uniform shirt.

88.1.68 Uniform trousers will be olive drab green and of the same fabric and specification as that approved for sworn personnel. Only black boots shall be worn with the standard Animal Services uniform.

88.1.69 Animal Services Officers will be permitted to wear a utility uniform, a uniform with cargo shorts, and a bike uniform (if IPMBA certified). The following alternative uniforms are authorized for duty wear for Animal Services Officers is as follows:

- A. The utility uniform consists of the authorized silver tan polo uniform shirt with the approved BDU pants or cargo shorts.
 - 1. 5.11 Stryke Pants, olive drab in color.
 - i. Animal Services personnel are only permitted to wear tan or coyote colored boots with the utility uniform pants.
 - ii. Animal Services personnel shall not wear black boots with the utility uniform.
 - 2. Blauer "Street Gear" shorts, dark brown in color, are authorized during warm weather months.

- i. Animal Services personnel are only permitted to wear black, low top uniform or athletic shoes that are free of excessive logos and markings with the cargo shorts.

B. Personnel who are IPMBA certified and authorized for bicycle patrol functions may wear the approved Bike Patrol Uniform as listed under Directive 88.1.44 with their designated uniform shirt colors.

88.1.70 Footwear should be the same as that approved for sworn uniformed personnel.

88.1.71 Coats/jackets shall be the same as that approved for sworn personnel. "POLICE" may not be on the coat. Leather jackets of any style are not approved for on-duty use by Animal Services Officers.

88.1.72 Black commando-type wool sweaters are authorized for wear during cold weather. A black mock turtleneck may also be worn as an undershirt.

88.1.73 Reflective safety vests are issued equipment and shall be worn by Animal Services Officers when directing or controlling traffic, unless there are exigent or emergency circumstances that would preclude the use of the vest.

88.1.74 Animal Services Officers may wear a black "baseball" style cap, with an embroidered Animal Services Shield. Wearing of the field cap is optional. The cap will be kept clean and in good repair. The cap shall be kept free of additional items such as pins, embroidered name or call sign, etc.

CRIME SCENE TECHNICIANS

88.1.75 The Crime Scene Unit uniform shirt shall be the Department approved polo shirt.

88.1.76 Uniform trousers shall be a solid color 5.11 type BDU which shall be worn with a solid color nylon tactical belt (between 1.5 inches and 2 inches in width).

88.1.77 Footwear and undershirts shall be the same as that approved for sworn uniformed personnel.

88.1.78 Coats/jackets shall be black in color and styles shall be the same as that approved for sworn personnel, but shall display 'CRIME SCENE UNIT' on the back and 'CSU' on the front right side. The city patch shall be worn on the left sleeve and the Crime Scene Unit patch worn on the right sleeve. Leather jackets of any style are not approved for on-duty use by the Crime Scene Unit.

88.1.79 Coveralls with the same patches and lettering as the coat/jacket, may also be worn as needed to protect the uniform during handling of dirty items or exposure to dirty environments. The coveralls must be a single, solid color and cannot be multicolored or camouflage.

88.1.80 Crime Scene Unit personnel may wear the approved Department baseball cap authorized in Directive 88.1.38. Black watch hats/beanies with the letters "CSU" embroidered on the front in white letters may be worn during periods of inclement/cold weather.

UNIFORM WEAR

88.1.81 Officers shall wear the uniforms and insignia commensurate with their rank and position.

88.1.82 All employees required to wear a uniform will ensure they have a sufficient number of uniforms and maintain them in a neat, clean, pressed, and serviceable condition. The uniform is not to be altered in any way other than authorized in policy. Proper fit is to be maintained and tailoring done in a conservative fashion.

88.1.83 No mixture of civilian clothing with the official uniform shall be permitted on duty or off, with the following exceptions:

- A. Plain-clothes Officers may wear Department caps, jackets or other special purpose clothing during warrant services or special operations;
- B. Officers using a police vehicle off-duty shall carry an outer garment, which will identify them as a member of the Santa Fe Police Department if called on in an emergency and/or assignment; and

C. During training or range exercises.

88.1.84 All supervisory officers are accountable for the appearance of each employee under their direct supervision and will be accountable for and assure that each employee wears the prescribed uniform and equipment while on duty.

ACCESSORIES

SANTA FE POLICE DEPARTMENT SHOULDER PATCH

88.1.85 Department shoulder patches will be worn on all uniform shirts in the following manner:

- A. Sworn Personnel - Patch will be worn on both sleeves of the uniform, centered below the epaulet and 1/4 inch below the shoulder seam.
- B. Patrol Safety Aides - City patch will be worn on both sleeves of the uniform, centered below the epaulet and 1/4 inch below the shoulder seam.
- C. Public Safety Aides - City patch will be worn on both sleeves of the uniform, centered below the epaulet and 1/4 inch below the shoulder seam.
- D. Animal Services Officers - City patch will be worn on both sleeves of the uniform, centered below the epaulet and 1/4 inch below the shoulder seam.
- E. Active or auxiliary members of a specialized unit that have specialized unit patches, may wear one such patch on the right shoulder.

NAME PLATES

88.1.86 All uniformed personnel will wear a gold plated metal name plate 2 1/4 inches by 3/8 inch.

88.1.87 The name plate will be worn centered above the right side pocket.

CHIN STRAP

88.1.88 Officer holding the rank of Police Officer I and II will wear a silver colored chin strap with chrome plated "P" buttons to secure the strap to the cap.

88.1.89 Officers holding the rank of Senior Police Officer and above will wear a gold colored chin strap with gold colored "P" buttons to secure the strap to the cap.

CLOTH BADGE PATCH

88.1.90 A colored embroidered replica of the department badge may be applied on police coats/jackets in lieu of having to wear the metal badge on the coat/jacket.

RANK/POSITION INSIGNIA

88.1.91 Personnel holding the rank of **Police Cadet, Police Officer I, Police Officer II, Public Safety Aide, Patrol Safety Aide, Animal Services Officer, and Animal Services Supervisor** are not authorized to wear rank/position insignia.

88.1.92 Personnel holding the rank of **Senior Police Officer and Detective** shall have a double chevron stripe of royal blue with a white background on the uniform shirt.

88.1.93 Sergeants shall have three stripe chevrons of royal blue with a white background on the uniform shirt.

Note: Chevrons will be worn on both sleeves of the uniform shirt and centered midway between the seam of the shoulder and the elbow.

It is understood that due to the sleeve length of the short sleeved uniform shirt, centering midway may not always be possible.

88.1.94 Lieutenant insignia shall be the single gold plated bar, one inch by 3/8 inch. The bar is worn lengthwise on shirt collars, parallel to the shoulder seam of shoulders loops.

88.1.95 Captain insignia shall be the double gold plated bar, each bar to be one inch by 3/8 inch. The

insignia will be worn lengthwise on shirt collars, parallel to the shoulder seam on shoulder loops.

88.1.96 The Deputy Chief of Police insignia shall consist of three gold plated stars. The Deputy Chief of Police insignia is worn horizontally centered on the uniform shirt with one point facing the neck and in a vertical line, and the end of the "V" 1 inch from the lower edge of the collar.

88.1.97 The Chief of Police insignia will be four gold plated stars. The Chief of Police insignia is worn horizontally centered on the uniform shirt collar, with one point facing the neck and in a vertical line, and the end of the "V" 1 inch from the lower edge of the collar.

LEATHER/SYNTHETIC/NYLON GEAR

88.1.98 The Sam Browne duty belt will be black leather or synthetic leather, two inches in width, with a basket weave design and having a gold-colored brass or metal buckle.

The cross strap is optional with the Sam Browne belt while wearing the Class A and Class B uniform. The Sam Browne cross strap will be black leather or synthetic leather, with a basket weave design and having gold-colored brass or metal buckles and snaps. Breakaway clips, used to attach the cross strap to its mooring, are highly encouraged.

The Sam Browne duty belt shall be worn with the class A uniforms.

- A. Personnel conducting patrol duties may wear a synthetic leather belt, with a basket weave design and having a black plastic buckle, while wearing the Class B and Utility Uniform.
- B. Nylon belts and holsters /equipment holders similar in appearance to the Sam Browne belt, may be worn with the Bike, SWAT, EOD, ERT or K9 uniform.
- C. Lieutenants and above, and sworn personnel assigned to Administration may wear a Garrison Belt with a square metal or brass buckle that is gold colored. The belt must be black in color

and have a basket weave finish. The belt may be 1.5 inches to 1.75 inches wide.

- D. The mixing of leather and synthetic leather is acceptable, but nylon components may not be mixed with leather or synthetic leather.

88.1.99 The uniform holster shall be the approved Department issued holster, with a black basket weave design. Uniform Administration personnel may wear a secure holster as approved by the Chief of Police.

88.1.100 The uniform handcuff case will be a black basket weave leather or synthetic leather design. The cover of the case may secure with either a concealed snap or a Velcro fastener. Open top cases may also be used. Any handcuffs that are visible in uniform must be black, stainless, gray, or gunmetal in color.

88.1.101 The uniform magazine carriers will be black basket weave leather or synthetic leather, either stacked or side-by-side magazine design, basket weave or nylon. The covers will be secured by either a hidden snap or Velcro fastener. Open top cases may also be used.

88.1.102 The expandable baton holster will be black basket weave or synthetic leather.

88.1.103 Belt keepers will be one inch wide with concealed snaps or Velcro fasteners and be black, basket weave leather or synthetic leather.

88.1.104 privately owned leather or synthetic leather gear that is used on-duty must meet the same requirements for Department issued equipment.

BADGES

88.1.105 Various types of badges are authorized for use by personnel of this department and the Chief may authorize a different type at any time. The badges are numbered and titled in accordance to rank and assignment.

POLICE UNIFORM SERVICE AND INSTRUCTOR BARS

88.1.106 Service bars will be worn on all long sleeve shirts of Officers that have two or more years of experience as a certified law enforcement officer. Service bars will be worn in the following manner:

- A. Service bars will be worn on the left arm, starting one inch above the cuff line.
- B. Designation for two years as a certified law enforcement officer is a single royal blue bar.
- C. A single royal blue bar having a white star centered on the bar designates five years as a certified law enforcement officer, and two stars designates ten years of service.
- D. Service bars shall be updated on the officer's SFPD hire date.

88.1.107 Instructor bars are worn on the right arm starting one inch from the cuff line. The instructor bar is a black bar outlined in white with white lettering for the word "INSTRUCTOR" in the bar.

88.1.108 Instructor bars may only be worn by those individuals who are certified instructors through the New Mexico Department of Public Safety Law Enforcement Academy. The SFPD Training Division must verify the certification.

SPECIAL DUTY / FUNCTION UNIFORMS

COLOR GUARD / HONOR GUARD

88.1.109 The Color/Honor Guard uniform will consist of the Flying Cross Command Jacket with belt hooks. The Command Jacket will have 3/8 inch blue and black striping on each cuff. The uniform shirt will be a white in color polyester Command Shirt. The uniform will include the following alterations and accouterments:

- A. High gloss plain leather duty belt with gold brass buckle, holster, pouches and cross strap with a gold brass buckle;

- B. Honor Guard Badge will be worn on the left side of the coat and the Honor Guard Pin will be worn above the officer's name plate on the right side of the coat;
- C. A black tie will be worn;
- D. Royal blue colored, braided cloth lanyards will be worn on the gun-hand epaulet;
- E. The SFPD Honor Guard patch will be sewn on the right shoulder sleeve and the SFPD Police patch will be sewn on the left shoulder sleeve;
- F. The trousers will have a black and royal blue 3/8 inch cloth stripe on the outer seam;
- G. Footwear will be black patent leather high- gloss shoes;
- H. White gloves will be worn; and
- I. Eight point hat with the Honor Guard Badge, a gold hat band and buttons.

CLASS A & CLASS B UNIFORMS

88.1.110 CLASS A UNIFORM

The Department's Class-A uniform will be worn as authorized by the Chief of Police. The Class A uniform consists of the navy blue long-sleeve uniform shirt with tie, navy blue polyester or poly blend uniform pant, eight-point hat, and Sam Browne belt (cross strap is optional). White ceremonial gloves shall be worn at the discretion of the Chief.

88.1.111 CLASS B UNIFORM

The Class-B uniform is the standard uniform with the long-sleeve or short-sleeve shirt and Sam Brown belt (cross strap is optional).

88.1.112 ADMINISTRATIVE UNIFORM

The Department's administrative uniform may be worn by lieutenants and above as well as any officer permanently assigned to administrative duties. The Chief may authorize additional wear of the Administrative uniform. The Administrative uniform

consists of the standard uniform with the long-sleeve or short- sleeve shirt, and a black leather or synthetic garrison belt.

COMMANDER'S DRESS UNIFORM

88.1.113 Only Commanders (Lieutenants and above) and Crime Prevention/Community Relations Unit Officers are authorized to wear the Commander Dress uniform.

DRESS JACKET

88.1.114 The jacket will be single-breasted, navy blue in color with SFPD patches on both sleeves. No specialty patch on the dress jacket.

The gold plated metal nameplate will be centered over the right pocket scam. The appropriate metal badge shall be affixed to the outer jacket.

A. The Crime Prevention Sergeant will have the chevrons sewn on the sleeves of the jacket.

B. Lieutenants and above will wear rank insignia on the shoulder epaulets.

88.1.115 The dress jacket will also have half inch royal blue braid piping on the sleeves of the jacket to designate rank. Multiple bands of royal blue piping will be separated by one-quarter inch spaces and will be worn in the following manner:

A. Chief of Police - four half-inch bands on each sleeve.

B. Deputy Chief of Police - three half-inch bands on each sleeve.

C. Captain - two half-inch bands on each sleeve.

D. Lieutenant - one half-inch band on each sleeve.

TROUSERS

88.1.116 The trousers will be navy blue dress pants for both male and female commissioned personnel.

DRESS UNIFORM SHIRT

88.1.117 The dress uniform shirt will be a long sleeve, white dress shirt and shall display the SFPD patch on both sleeves. No specialty patches on the dress uniform shirt. Rank insignia shall be worn in the same manner as the standard uniform shirt.

TIES

88.1.118 A black four-in-hand knot style tie will be worn at all times with the dress uniform shirt. Female personnel may substitute a crossed tie.

DEPARTMENT POLO SHIRT

88.1.119 The optional Department Polo shirt will be a black in color 5.11 Tactical type, or similar, for all personnel. The shirt can be a long or short sleeve shirt. The shirt will have the following on the right chest of the shirt:

A. First initial, last name embroidered in uppercase, white lettering that is .40 inches tall.

Example: **J. McDERMOTT**

B. Sergeants and above have the option of having their rank embroidered above their name. The rank will be spelled out completely and embroidered in uppercase, white lettering. Personnel will not have any additional title aside from their rank, such as Traffic Sergeant, DWI Sergeant, Training Sergeant, Detective Sergeant, etc.

Example: **SERGEANT LIEUTENANT**
A. MONTANO C. McCORD

C. Personnel assigned to the following units have the option to have their unit name embroidered under their name in uppercase, white lettering:

- Crime Scene Unit
- Training Division
- Recruiting
- Police Community Relations
- Property/Evidence Unit

Example: **C. JONES**

RECRUITING

J. MARTINEZ
TRAINING DIVISION

M. TENA
CRIME SCENE UNIT

G. LOVATO
COMMUNITY RELATIONS

88.1.120 The Department Polo shirt will have the full color Department logo embroidered on the left chest of the shirt.

Example: Authorized Embroidery Format



88.1.121 The Department Polo shirt can be worn for training and for assignments authorized by this directive. The shirt must be maintained in a serviceable condition and not excessively soiled or faded.

- A. Personnel permanently assigned to the Training Division may wear the Department Polo shirt as their daily wear uniform unless assigned to Patrol duties or directed by the Division Commander.
- B. The Department Polo shirt will be worn with any solid color 5.11 type BDU pants, solid colored tactical nylon belt (between 1.5 inches and 2 inches in width), and black or tan colored boots.
- C. While attending training, personnel may wear the Department Polo shirt with serviceable jeans that are free of rips/tears and not excessively soiled or faded.

APPEARANCE AND ACCESSORIES

88.1.122 Male officers shall keep their hair neat, trimmed, and groomed in appearance. The hair shall be kept so as not to extend below the top of the ears, extend below or touch the top of the uniform collar, or bush out excessively when the uniform hat is worn.

- A. In no case shall the bulk or length of hair interfere with authorized headgear when worn.
- B. Hair that is dyed should present a natural appearance. Outlandish or unnatural colors that detract from a professional appearance are not authorized.
- C. Officers will groom their hair in front so that it does not fall below the eyebrows and hair shall not protrude below the band of the uniform cap or helmet when the uniform cap or helmet is worn.
- D. Rubber bands, clips, pins, or other hair securing accessories are not authorized.

88.1.123 Female officers shall keep their hair neat, trimmed, and groomed in appearance. The hair shall be kept so as not to extend below the top of the ears, lie upon the shoulders, or bush out excessively when the uniform hat is worn. Hair must be styled in such a manner as to prevent any loose hair while in uniform.

- A. In no case shall the bulk or length of hair interfere with authorized headgear when worn and shall not protrude below the sides or front of the band when the uniform cap or helmet is worn.
- B. When wearing the Class-A or Dress uniform, hair shall not extend below or touch the top of the uniform collar, and must be secured and prevented from hanging down at all times.
- C. Rubber bands, clips, pins, or other hair securing accessories must be black or match the color of the hair or uniform.

D. Hair may be worn in a "pony tail" or similar style while in uniform; however, it must be vertically centered in line with the middle of the back, and loose hair must be properly secured.

- E. Female officers shall wear their hair in styles so that the hair is not on the front of the uniform, shoulders, or covering the face.
- F. Female officers in plain clothes shall wear their hair in a conservative, business-attire style appropriate for court appearances.

G. Hair that is dyed should present a natural appearance. Outlandish or unnatural colors that detract from a professional appearance are not authorized.

88.1.124 Male officers shall be allowed to wear a mustache. If worn, males will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off or bushy appearance, and no portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corners of the mouth.

88.1.125 No beards, goatees, or other hair on the chin, neck, or cheeks are allowed while in uniform. Requests for waiver will be considered on a case-by-case basis and only upon recommendation from a licensed physician.

88.1.126 Sideburns will be neatly trimmed and shall not extend below the lowest part of the ear opening. Sideburns will not be flared and will end in a clean-shaven horizontal line.

88.1.127 Plain clothes officers assigned to undercover or special operations shall dress and be groomed in accordance with the standards set by the respective Division Commander.

88.1.128 Plain clothes officers will be in compliance with this directive when wearing the regulation uniform.

88.1.129 Wigs and hairpieces are permitted and must comply with all hair standards as set forth in this directive.

PERSONAL JEWELRY/ORNAMENTATION

88.1.130 Only the following items of jewelry may be worn by uniformed personnel:

- A. Rings;
- B. Watches and watchbands;
- C. Tie tacks or tie pins;
- D. Law enforcement pins, with Chief's approval; and
- E. Neck jewelry may be worn but must be concealed.

88.1.131 All Officers are prohibited from wearing the following items of jewelry while on duty:

- A. Earrings;
- B. Ear cuffs;
- C. Visible body piercing jewelry (including tongue or nose piercing jewelry); and
- D. Ornamentation of the teeth, including designs, initials, jewels, etc.

BODY MODIFICATIONS

88.1.132 Body modifications visible while on duty are prohibited. Body modifications shall not include those procedures medically necessitated by illness, deformity, or injury, when performed by a licensed medical professional. Body modifications include, but are not limited to:

- A. Tongue splitting or bifurcation;
- B. Complete or trans-dermal implantation of any objects other than hair replacement;
- C. Abnormal shaping of the ears, eyes, or nose;

- D. Outlandish or unnatural contact lens colors or color variations that detract from a professional appearance;
- E. Gauging or gradually increasing the radius of a surgically induced opening in the flesh in areas such as the ear lobes or lips;
- F. Branding or scarification; and
- G. Abnormal tiling of the teeth.

TATTOOS

88.1.133 Officers are prohibited from having tattoos on any part of the hands, neck, face, or head.

Tattoos that are visible in any department uniform shall not exhibit:

- A. Depictions of nudity or violence;
- B. Sexually explicit or vulgar art, works, phrases, or language;
- C. Symbols likely to elicit a strong negative reaction in the workplace or public;
- D. Illustrations, references, symbols, acronyms, etc. that represent criminal, oppressive, prejudicial, or discriminatory beliefs or organizations;
- E. Political beliefs, political parties, or represent any in a negative light; or
- F. Illustrations, references, symbols, acronyms, etc. that denigrate the United States, State of New Mexico, City of Santa Fe, or the Santa Fe Police Department.

Sworn personnel who do not have a tattoo and were hired after December 7, 2012 shall not receive a tattoo to any part of the hands, neck, face, or head.

Sworn personnel who had a tattoo upon the hands, neck, face, or head and were employed with the Santa Fe Police Department prior to December 7, 2012, shall not be required to remove or cover the

tattoo unless it conflicts with paragraphs A-F of this section.

SUNGLASSES

88.1.134 Uniformed personnel are permitted to wear sunglasses that are:

- A. Prescription style with plain frames;
- B. Military style with black, gold or silver colored metal frames; or
- C. Wrap-around sunglasses.

88.1.135 Mirrored type or psychedelic / multicolored lenses / frames are prohibited on all sunglasses.

PURCHASE / MAINTENANCE OF UNIFORM CLOTHING AND ACCESSORIES

88.1.136 Uniform items, accessories, leather, and footwear shall be properly maintained by department personnel.

- A. An employee found to be in violation of the dress standards set forth in the Santa Fe Police Department's Standard Operating Procedures may be disciplined as provided therein.

88.1.137 Santa Fe Police Officer's Association (SFPOA) Members shall receive an annual clothing allowance as agreed upon in the Collective Bargaining Agreement between the City of Santa Fe and the SFPOA.

- A. The clothing allowance will be used for the purchase of uniforms and equipment as required by this directive.
- B. The clothing allowance is included in the employee's taxable income in accordance with Internal Revenue Service regulations. Purchases will be subject to applicable gross receipts taxes.

88.1.138 Santa Fe Police personnel holding the rank of Animal Services Supervisor, Lieutenant, Captain, Deputy Chief, and Chief of Police shall receive an annual clothing allowance in an amount designated by the Chief of Police. The Department shall

provide the clothing allowance no later than the first full pay period in July.

- A. The clothing allowance will be used for the purchase of uniforms and equipment as required by this directive.
- B. The clothing allowance is included in the employee's taxable income in accordance with Internal Revenue Service regulations. Purchases will be subject to applicable gross receipts taxes.

88.1.139 Replacement or repair of department issued equipment or a department member's uniform items that become damaged in the line of duty will be in compliance with **Directive 90.1 Uniform and Equipment (Replacement or Repair)**.

CIVILIAN PERSONNEL


88.1.140 Male and female employees shall dress in civilian clothing that presents a professional, neat, and clean appearance. Employees not required to wear uniforms should wear clothing which is neat, clean, and suitable for business.

88.1.141 Clothing not generally accepted as "business" attire will not be allowed (e.g. crew neck shirts, tee shirts, tank tops, sweatshirts, shorts, athletic apparel, halters, strapless or backless dresses/skirts, braless, see-through fabrics, dresses and/or skirts shorter than 4 inches above the knee, or fabrics of jean type materials except on Casual Fridays). Clothing will be clean, pressed and not noticeably worn, torn or patched.

- A. Jeans worn on Casual Fridays shall be free of rips/tears and not excessively soiled or faded. Tee shirts and sweatshirts are permitted as long as they do not have any offensive logos or screen printing.
- B. Only personnel assigned to Fleet will be permitted to wear jeans for daily wear. Only 5 pocket jeans and carpenter jeans will be authorized for daily wear. Tee shirts and sweatshirts are permitted as long as

they do not have any offensive logos or screen printing.

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APPROVED: 
ANDREW PADILLA

Chief of Police

DATE: 07/09/20