



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: March 01, 2002	REVISED DATE: August 5, 2013	NO. PAGES: 1 of 11	NUMBER: 1.1.12
SUBJECT: UNIFORM AND CLOTHING REGULATIONS			
ASSOCIATED MANUAL		RELATED ORDERS: 1.1.28	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

Substantive changes are italicized

PURPOSE: To provide guidance and descriptions of authorized uniform and civilian wear for *all members* of the Division of Police. Any procedures or components not discussed in this order are prohibited.

POLICY: It is the policy of the Division to ensure that its members present a neat, clean, and professional appearance. *Uniformed personnel* shall wear only those uniform items and equipment designated by the Chief of Police.

Uniform clothing shall be worn and dress code standards shall apply to officers while on duty, at secondary employment, field force duties, special ceremonies, weddings, funerals, memorial services and other related police functions and while traveling directly to and from such functions.

On-duty officers shall be completely and properly uniformed and equipped according to their rank or position and the duty to which they are assigned or detailed, in accordance with Divisional procedures.

Officers shall not wear or display any emblem, insignia or ornament upon the collar or any part of the Division uniform, nor wear any item of civilian apparel as *a significant component of the uniform* while on duty, without written authorization by the Chief of Police.

Personnel shall wear only those uniform items approved for wear for the unit to which they are assigned or detailed. Personnel (civilian and sworn) who wear civilian clothing, shall ensure that they dress in accordance with their position's requirements, taking into consideration the environment, public contact, and job responsibilities.

The fact that a uniform item may be available via the annual Clothing Allowance or by another method from the Division of Police shall not be construed to mean that that item is approved for duty wear at the officer's discretion.

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PROCEDURES:

- I. The Class-A uniform** shall be worn only when designated by the Chief of Police as the uniform of the day or for special, designated occasions.
- A. Patrol Officers and Sergeants
1. Blouse: Eisenhower jacket with proper rank insignia.
 2. Trousers: 14-oz. navy blue wool blend.
 3. Belt: Plain black leather, 1 3/4" width with plain chrome buckle. The 2" duty belt may be worn in addition to the 1 3/4" belt.
 4. Shirt: Long sleeve *white* uniform shirt with appropriate cloth rank insignia and navy blue tie.
 5. Shoes: Plain toe, black, oxford type or clarino black patent leather.
 6. Cap: Spring navy blue 8-point police cap.
- B. Lieutenants and Captains
1. Blouse: Eisenhower jacket or double-breasted jacket with proper rank insignia.
 2. Trousers: 14-oz. navy blue wool blend with black braid sewn on outside seam.
 3. Belt: Plain black leather, 1 3/4" width with a plain chrome buckle. The 2" duty belt may be worn in addition to the 1 3/4" belt.
 4. Shirt: Long sleeve white uniform shirt with appropriate insignia sewn on epaulettes and black tie.
 5. Shoes: Plain toe, black, oxford type or clarino black patent leather.
 6. Cap: Spring navy blue 8-point police cap with gold gilt wire lace on front strap.

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C. Command Officers

1. Blouse: Double-breasted jacket with appropriate rank insignia.
2. Trousers: 14-oz. navy blue wool blend with black braid sewn on outside seam.
3. Belt: Plain black leather, 1 3/4" width with plain chrome buckle. The 2" duty belt may be worn in addition to the 1 3/4" belt.
4. Shirt: Long sleeve white uniform shirt with appropriate insignia sewn on epaulettes and black tie.
5. Shoes: Plain toe, black, oxford type or clarino black patent leather.
6. Cap: 8-point white vinyl/mesh, appropriate to season, police cap, with oak leaf cluster where appropriate to rank.
7. Topcoat: The all-weather topcoat with proper rank insignia and badge may be worn as the Class-A uniform outer dress coat when appropriate to weather conditions.

II. The Class-B uniform shall be worn daily as the regular uniform of the day unless otherwise directed by the Chief of Police. Officers shall maintain a complete "inspection ready" uniform at their unit headquarters.

- A. The cruiser jacket shall be worn for outside duty, by the ranks of patrol officer through Chief. The cruiser jacket shall be worn from September through May or by officer preference based on that day's weather conditions.
- B. The appropriate style leather jacket shall be authorized as optional wear in place of the cruiser jacket for police officers during the months November through February.
- C. The v-neck commando sweater with Division shoulder patches may be worn in place of the cruiser jacket or in addition to the above jackets.
- D. Uniform Shirt
 1. The long sleeve shirt and tie shall be worn for outside duty from September through May or when the temperature is expected to fall

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below 70 degrees during the tour of duty. In lieu of a tie, officers may wear the *appropriate colored turtleneck to match the uniform*.

2. The short sleeve shirt shall be worn for outside duty from June through August, or when the temperature exceeds 69 degrees during the tour of duty. The short sleeved shirt may also be worn for inside duty year round.
 3. Patrol officers and sergeants shall wear a navy blue shirt.
 4. Lieutenant rank and above shall wear a white shirt.
- E. Either the poly-rayon gabardine trousers, 14-oz. wool blend navy blue trousers or other approved trousers shall be worn. The 14-oz. trouser worn by members, rank lieutenant through Chief, may have a black trouser braid. *Trousers shall not be bloused (tucked in) into an officer's boots.*
- F. Caps shall be adorned with the appropriate metal wreath.
1. Patrol officer and sergeant spring and summer caps shall be a navy blue cap with a black visor.
 2. Lieutenant and captain spring and summer caps shall be navy blue with a black visor and gold gilt wire on the front strap.
 3. The Commanders and traffic commissioner (spring and summer) caps shall be white vinyl/mesh, as appropriate to season, with a black visor.
 4. The Chief and deputy chief (spring and summer) caps - shall be white vinyl/mesh, as appropriate to season, with a black visor and oak leaf clusters.
- G. The appropriate cap is optional except under the following circumstances:
1. The 8-point cap shall be worn with the Class-A uniform.
 2. Officers shall have the appropriate cap readily available at all times when conditions require distinct officer visibility.

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3. Officers shall wear the appropriate cap when engaged in traffic control, sobriety checkpoints, special events, beat patrol, details of high visibility or media intensive events.
4. Officers shall wear the appropriate cap entering or exiting Division Headquarters and other high profile public buildings.
5. Officers shall wear the appropriate cap when ordered by their superior, when wearing the cap would be advantageous to identifying police personnel and to enhance the police image or response.

H. Shoes:

1. Shoes shall be black leather plain toe oxfords, black clarino oxfords, black leather plain toe walking shoes or black leather plain toe military style boots.
2. Overshoes are *waterproof* black rubber boots *or other approved black nylon footwear specially designed to protect feet from the elements*.

III. *The Class-C uniform is the specific uniform of the day for specialized units who perform certain specialized tasks or engage in tactical operations. Class-C uniform will vary from unit to unit based upon the unit's mission and function. Examples of such units include the Bomb Squad, SWAT Unit, Canine Unit, Mounted Unit, Motorcycle Unit, Aviation Unit, any marine patrol; but may also include other units such as the Community Services Unit and Field Forces as may be required for a specific task or assignment.*

IV. *The Class-D uniform is a casual dress style characterized by beige-colored khaki pants, polo shirt with a Cleveland Division of Police identifier, khaki or black leather belt, and black soft shoes. The Class-D uniform may include the baseball-style cap when engaged in certain outdoor activities such as training.*

V. Miscellaneous Items

- A. The official Cleveland Police badge shall be worn on the left breast side of the outermost garment using the badge tab, eyelet, or black leather badge board. The badge shall not be modified nor shall any insignias, ornamentation, or emblems be affixed to it except a mourning band may be worn when specifically authorized by the Chief.

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- B. Badge Numerals: Patrol officers and sergeants shall wear their badge number sewn on or affixed to any uniform shirt or jacket, 1/4" above the right breast pocket flap. On the commando sweater, the numerals shall be sewn on the right front opposite the badge. The patch size is 2" x 3/4" and the numerals are block numerals 1/2" high. *The numerals shall be in such a font size and style whereby the numerals are clearly discernible from a reasonable distance.*
- C. *External Body Armor Carriers*
1. *External body armor carriers shall be the same color as the underlying uniform (e.g. navy blue for navy blue uniform shirts, white for white uniform shirts).*
 2. *External body armor carriers worn by specialized units for tactical duties shall be black in color.*
 3. *Officers shall not wear external body armor carriers whose color has faded to the point where they are no longer a reasonable color match to the rest of the uniform.*
 4. *Tactical external body armor carriers of any color characterized by multiple pockets and pouches shall not be worn as part of the Class B uniform.*
 5. *Officers not to be in compliance with the external body armor carriers directives contained herein have until the next available annual Clothing Allowance ordering and distribution period to come into compliance.*
- D. Belts
1. Trousers belts shall be plain black leather, 1 3/4" wide, with a plain chrome buckle.
 2. Duty belts shall be plain black or basket weave, leather, 2" wide with a plain chrome buckle and approved holster. *Duty belts made of nylon or nylon-like material that are substantively equivalent to the leather belt (plain black and 2" wide) are an acceptable substitute. Duty belts shall be secured to the trouser belt with a sufficient number of belt keepers.*

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- E. Caps
1. The spring 8-point cap may be worn year round.
 2. The summer vented 8-point cap may be worn during the months June through August or when it is anticipated for the temperature to rise above 75 degrees Fahrenheit.
 3. The trooper or watch cap (*black, knit, pull-on, with Cleveland police insignia*) may be worn from November through February or when the temperature is anticipated to drop below 55 degrees Fahrenheit.
 4. *The baseball-style cap is authorized wear for the Class C and Class D uniform only (not including Class C uniform for the Motorcycle Unit or Mounted Unit). The baseball-style cap shall not be worn as part of the Class A or Class B uniform on-duty or for secondary employment.*
- F. Navy blue cardigans or thermal vests may be worn **under** the authorized jacket. These items are prohibited to be worn as the outer most garment in public *as they do not typically have the appropriate insignia.*
- G. Coveralls may become the uniform of the day by order of a superior officer.
- H. Gloves shall be black leather or nylon/*nylon-like material.*
- I. Chrome nameplates (patrol officers) and gold nameplates (sergeant through Chief) shall be worn 1” below the Cleveland Police badge or below the badge on a black leather badge board on the outermost uniform garment *of the Class-A uniform. Wearing the nameplate on the Class-B uniform is optional for patrol for patrol officers and sergeants. Wearing the nameplate on the Class-B uniform is mandatory for the rank of lieutenant and above. An additional portion, “serving <year> since” with year of appointment, may be affixed to, and below the nameplate.*
- J. Members shall wear only the shoulder patches and insignia of the job classification to which they are assigned.
- K. Raincoats shall be orange/black reversible or green, and full or 3/4 length.
- L. Scarves, navy blue or black, may be worn with *any outer garment.*

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- M. Socks shall be navy blue or black in color.
- N. Ties
 - 1. Ties shall be worn whenever the uniform of the day requires wearing a long sleeve shirt. The top button of the shirt shall be secured and the tie fully tied and properly positioned on the shirt.
 - 2. The authorized tie shall be a four in hand tie or a clip on version of the same. Patrol officer and sergeant ties shall be navy blue; lieutenant rank and above ties shall be black. A Cleveland Division of Police styled tie bar or tie pin approved by the Chief, or a plain tie bar or pin may be worn centered on the tie.
- O. Officers and Traffic Controllers assigned to duty directing traffic, including those engaged in secondary employment directing traffic, shall wear *ANSI compliant* traffic vests or *ANSI compliant* rain jackets.
- P. Undershirt
 - 1. Patrol officers and sergeants shall wear either a white or navy blue crew undershirt.
 - 2. Lieutenant rank and above shall wear a white crew undershirt.

VI. Rank Insignia

- A. Patrol officer: Badge number on right breast and one blue braid on each sleeve of the Eisenhower Jacket.
- B. Sergeant: Sergeant chevrons are sewed 1/4" below shoulder patch (except on leather jackets, which shall instead have metal chevrons on the collars. The centerline of the chevrons will be one inch from the collar point, and will bisect the points of the collar), badge number on right breast. One blue braid shall be on each sleeve of the Eisenhower jacket.
- C. Lieutenant: Gold metal lieutenant bars, 5/8" from the shoulder seam on the shoulder strap of the Eisenhower jacket, double-breasted jacket, leather jacket, and v-neck commando sweater and 5/8" from the outside edge of the removable shoulder strap on the cruiser jacket. One gold braid shall be on each sleeve of the Eisenhower jacket or double-breasted jacket.

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- D. Captain: Gold metal captain bars, 5/8” from the shoulder seam on the shoulder strap of the Eisenhower jacket, double breasted-jacket, leather jacket, and v-neck commando sweater and 5/8” from the outside edge of the removable shoulder strap on the cruiser jacket. Two gold braids shall be on each sleeve of the Eisenhower jacket and double-breasted jacket.
- E. Commander and Traffic Commissioner: Gold metal oak leaf insignia, 5/8” from the shoulder seam on the shoulder strap of the double-breasted jacket, leather jacket, top coat, and v-neck commando sweater and 5/8” from the outside edge of the removable shoulder strap on the cruiser jacket. Three gold braids shall be on each sleeve of the double-breasted jacket and topcoat.
- F. Deputy Chief: Gold metal eagle insignia, 5/8” from the shoulder seam on the shoulder strap of the double-breasted jacket, leather jacket, top coat, and v-neck commando sweater and 5/8” from the outside edge of the removable shoulder strap on the cruiser jacket. Four gold braids shall be on each sleeve of the double-breasted jacket and topcoat.
- G. Chief: Gold metal star, 5/8” from the shoulder seam on the double-breasted jacket, leather jacket, top coat, and v-neck commando sweater and 5/8” from the outside edge of the removable shoulder strap on the cruiser jacket. Five gold braids shall be on each sleeve of the blouse and topcoat.

VII. Years Of Service Insignia - Optional

- A. Patrol officer through captain: One gold hashmark for every five years of completed service may be worn on the left side of the long sleeve shirt and cruiser jacket, 4” from the bottom of the sleeve. On the Eisenhower jacket (or double-breasted jacket for lieutenant and captain) the gold hashmark shall be 1/8” above the sleeve braid.
- B. Commander through Chief: One gold star for every five years of completed service may be worn on the left side of the long sleeve shirt and cruiser jacket, 4” from the bottom of the sleeve. On the double-breasted jacket or topcoat, the gold star shall be 1/8” above the top sleeve braid.

VIII. Special Insignia

- A. Officers opting to wear Division-approved insignias and awards shall wear them on a black “badge board” above the police badge.

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1. Insignias and awards are to be worn “top-down” on a black “badge board” in order of significance as follows:
 - a) Commemorative or memorial insignias as designated by the Chief
 - b) The Medal of Honor
 - c) The Medal of Heroism
 - d) The Police Star
 - e) Distinguished Service Medal
 - f) A non-Divisional award as approved by the Chief
 - g) Special Commendation Award
 - h) *Meritorious Unit Award*

2. No more than six insignias or awards may be displayed and only one of each type of insignia or award may be displayed.

3. Commemorative insignia may be worn alone or above other awards. Commemorative insignias recognize a significant historical event or memorialize an officer lost in the line of duty.

- B. Marksmanship awards *of the current or immediately prior year only* shall be worn on the left side of the outermost uniform garment centered below the nameplate.

- C. The *Cleveland Division of Police Military Service Pin* shall be worn below the badge numerals on the right side of the uniform shirt.

- D. Military ribbons and decorations may be displayed on the right side of the outermost uniform garment above the cloth ID number or on the left side directly across from the badge on Memorial Day, Police Officer’s Memorial Day, Independence Day, and Veteran’s Day.

- E. *The Crisis Intervention Team pin, signifying training in crisis intervention, may be displayed on the right side of the outermost uniform garment above the cloth ID number but below the Military Veteran Pin.*

- F. *The Chief may designate a commemorative badge for wear for all or certain members for temporary wear (e.g. United States Marine Corps military veteran) as directed by Divisional Notice.*

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IX. *Civilian Attire*

- A. *Civilian attire shall be presentable and professional in appearance. Clothing shall be clean, pressed, and not noticeably worn, soiled, frayed, torn, faded, or patched. Fabric of jackets, shirts, blouses, skirts, and pants must match or be of a presentable contrast of colors and materials.*
- B. *Clothing that has obscene, political, bigoted, or offensive slogans and images or are determined to be in poor taste are prohibited. Commercial advertising for any product or service or other similar writing is unacceptable. Non-obtrusive clothing trademark "brand" logos (e.g. Polo, Nike, Izod) are acceptable.*
- C. *Shirts/blouses shall be buttoned/zippered/clasped in a manner to ensure a professional appearance. Excessively baggy or tight-fitting or revealing clothing is prohibited. Dresses or skirts shorter than 4 inches above the knee are not permissible.*
- D. *No article of clothing shall be worn in such a manner as to cause the midriff or back to be exposed. Undergarments must be worn and shall not be exposed.*
- E. *Footwear must be worn at all times and shall present a professional appearance. Flip flops, thongs, casual sandals and such, as well as any sandals for men are prohibited.*
- F. *Shorts are prohibited unless they are specifically appropriate for a particular task or duty and approved by the commander in that officer's chain of command.*

- X. *Temporary or permanent exceptions or revisions to the uniform regulations may be designated by the Chief at his or her discretion at any time and for any duration.*