

Medina Police Department

Subject: Uniform and Personal Appearance-Officers	Policy Number: 4030	Uniform / Appearance 4030
Reference: Chief's Directive	Pages: 5	
Personnel: Sworn Personnel		
Issue Date: 01-01-2004	Revised Date: 12-14-2016	

4030.1 - GENERAL POLICY

All members of the department are visible representatives of the City and its police department. Therefore, during duty hours, clothing and grooming should be neat and clean. Exceptions may be made by the Chief of Police or designee when a duty assignment requires.

4030.2 - DRESS UNIFORM (CLASS A)

The Dress Uniform shall consist of:

- Navy Blue Long-Sleeve Shirt with Badge, Name Plate and Collar Brass;
(Collar Brass will be centered on the collar along the seam.)
- Navy Blue Dress Trouser;
- Black Footwear (shined);
- Tie, with Tie Clip;
- Class-A Round Hat; and
- Black Basketweave Duty Belt with holster, weapon, magazine holder, handcuff case, radio holder, chemical spray and holder, and asp/scabbard;
- Wearing of Years of Service stripes on long sleeve uniform (one stripe equals five years of total service) to placed 1 ½ inches above the left sleeve cuff.

4030.3 – DUTY UNIFORM (CLASS B)

The Duty Uniform shall consist of:

- Long Sleeve / Short Sleeve Shirt Navy-blue Shirt with Badge, Name Plate or Embroider Name (first initial, last name) and Collar Brass;
- Navy-Blue Dress Trouser or Cargo Pants;
- Black Footwear; and
- Black Basketweave Duty Belt with holster, weapon, magazine holder, handcuff case, radio holder, chemical spray and holder, and asp/scabbard.
- Navy Blue Exterior Vest Carrier
- Navy Blue Polo Style Uniform Shirt
- Wearing of Years of Service stripes on long sleeve uniform (one stripe equals five years of total service) to placed 1 ½ inches above the left sleeve cuff.

The uniform shall be kept clean and be worn complete with buttons, insignias, badge, patches, American flag, and name plate or embroider name (first initial, last name, ½ inch block letters) in place.

Long-sleeve uniform shirts may be worn with a uniform tie or open at the collar with a navy blue turtleneck or mock turtle neck with the insignia “MEDINA” on the left side in white ½ inch block letters.

Short-sleeve uniform shirts will be worn open at the collar. Collar brass will be worn in a diagonal direction.

When short sleeves shirts are worn with an open collar, officers may wear white or black crew neck t-shirt that is in good condition.

Undershirt - It is to be white or black in color with sleeves that are shorter than the sleeves of uniform shirt being worn. It shall be in acceptable condition. Unacceptable would be defined as stretched out, torn, discolored, etc.

Uniform sleeves will not be worn rolled up when in public view.

Only uniform sweaters authorized for use as an outer garment may be worn over the Class B uniform.

No pins or other such paraphernalia will be worn on the uniform without the approval by the Chief of Police.

4030.4 - FOOTWEAR (CLASS A&B)

Approved footwear will be black and must be kept clean and polished. When visible, socks shall be black or navy, except when a medical waiver is granted and approved by the Chief of Police.

4030.5 -BODY ARMOR

Body armor approved by the department will be purchased by the department and will be replaced on a rotation set by the City or Federal reimbursement guidelines. (Every five years) Officers are responsible to ensure that body armor is functional and does not interfere with performance of their duties.

Body armor that is provided to the licensed officers will be worn by all uniformed staff working patrol assignments.

4030.6 - HAT AND SAFETY VEST

Wearing the uniform hat is optional, unless a commanding or supervisory officer requires that a hat be worn for a particular assignment. When a uniformed officer directs traffic, the safety vest will be worn, whether in an on-duty or special duty employment status. The department-issued OSHA approved raincoat may be worn instead of the traffic vest.

4030.7 - NON-UNIFORMED PERSONNEL

Non-uniformed members of the department should recognize that their appearance and dress reflect upon the department in a manner similar to that of uniformed employees; although exceptions may be authorized by the Chief of Police for special, permanent, or short-term assignments. The clothing worn by all non-uniformed members of the department will be neat and clean and in line with contemporary business standards.

4030.8 – BADGES

Officers shall be issued two (2) shirt/jacket badges, one (1) hat badge, and one (1) wallet badge. These shall be kept clean and untarnished.

4030.9 - DUTY OF SUPERVISOR TO ENSURE COMPLIANCE

Supervisors are responsible for ensuring that members of the department under their supervision adhere to departmental uniform and dress standards.

4030.10 - UNIFORM ACCOUNT

The City will provide uniforms for designated members of the department for Class A and Class B use. Additional equipment and/or replacement of worn uniforms/equipment will be replaced at the reimbursement rate set forth in the Labor Agreement. The uniforms and equipment originally issued or purchased and/or reimbursed remain the property of the City. (See appropriate labor contracts for any deviations). The department maintains listings of authorized uniform items and procedures for their procurement and replacement.

4030.11 - REPLACEMENT OF LOST, STOLEN, OR DAMAGED EQUIPMENT

If an item of department-issued property is lost or damaged, the responsible employee will write a report detailing the circumstances. A supervisor will forward that report with his/her recommendations for replacement to the Chief of Police.

When property is lost or damaged through employee negligence, it will be the employee's responsibility to reimburse the City for the value of a replacement.

When employee safety is a consideration, replacement items will be issued, and a determination made later as to reimbursement.

Items damaged by reason other than negligence will be examined by a supervisor and a decision will be made as to the most appropriate method, repair or replacement, for restoring the item to service.

The department recommends the wearing of safety glasses, but other prescription glasses will be repaired or replaced at a reasonable cost for frames and lenses. Employees desiring special frames or lenses (e.g. designer frames, ultraviolet or scratch-resistant lenses, etc.) will be responsible for the additional cost(s). Contact lenses will be replaced if lost or damaged as a result of taking a police action.

Jewelry, such as beads, earrings, rings, bracelets, etc., that is not required for the job, are lost or damaged as a result of the performance of the officer's duty, will be repaired or replaced by the officer.

Work-related equipment, not issued by the department or reimbursed to the employee will remain the responsibility of the employee and no repair or replacement will be made by the department.

4030.12 - TERMINATION OR CHANGE IN STATUS OF EMPLOYEE

If an officer's change in assignment necessitates a change in dress, he/she should contact the Chief of Police to determine proper procedures regarding uniform accounts and/or clothing allowance.

Probationary officers who terminate their employment with the department will be responsible for turning in all uniforms and equipment according to appropriate labor contracts.

4030.13 – APPROVE LIST OF EQUIPMENT FOR SWORN PERSONNEL

Equipment Provided Upon Hiring

- Short Sleeve Shirts (3)
- Long Sleeve Shirts (3)
- Trousers (3)
- Name Plates (3)
- Summer Jacket
- Winter Sweater (optional)
- Winter Jacket
- Dress Belt
- Duty Belt
- Bullet Resistant Vest
- A.S.P. & Holder
- Duty Weapon
- Taser
- Holster
- Pepper Spray / Holder
- Flashlight Holder
- Handcuffs (2 sets)
- Handcuff Case(s)
- Glove Pouch
- Key Holder
- Radio Holder
- Tie / Tie Clip
- Turtleneck
- Dress Hat with Rain Cover
- Winter Hat/Navy Blue Fur Hat
- Flashlight / Holder
- Pocket Knife / Holder

*All equipment issued by the City of Medina is considered to be property of the city and shall be returned in the event of separation between the Officer and the City.

*The initial issue of uniforms will be considered the current year's uniform allowance.

Equipment / Apparel which may be purchased using uniform allowance

Class B Uniform Items

Polo Shirt (With Department Insignia)

Traffic Wand

Safety Vest

Gloves

Footwear

Holsters

Baseball Cap (With Department Insignia)

Leather Goods (Keepers, Glove Pouch, etc.)

Turtlenecks

Ties

Shirts

Trousers

Handcuffs

Navy-blue External Vest Carrier

Navy-blue Polo Style Uniform Shirt

**Gun Safe

*For any other item a written request must be submitted to the Chief of Police for approval prior to purchase.

**Up to \$100.00 may be used for gun safe.