

Medina Police Department

Subject: Uniform and Personal Appearance-Community Service Officers and Reserve Officers		Policy Number: 4035	Uniform / Appearance 4035
Reference: Chief's Directive		Pages: 4	
Personnel: Non-Sworn Personnel			
Issue Date: 01-01-2004	Revised Date: 11-17-2020	Review Date: As Needed	

4035.1 - GENERAL POLICY

Community service officers and reserve officers 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.

4035.2 - DRESS UNIFORM (CLASS-A)

The Dress Uniform shall consist of:

- Light Blue Long-Sleeve Shirt with Badge, Name Plate and Collar Brass, Patches with Reserve/CSO Rockers fixed above the Patch
(Collar brass will be centered on the collar along the seam)
- Navy Blue Dress Trouser
- Black Footwear Shined
- Tie, with Tie Clip
- Black Basketweave Duty Belt with 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.

4035.3 - DUTY UNIFORM (CLASS B)

The Duty Uniform shall consist of:

- Long Sleeve / Short Sleeve Shirt Light Blue Shirt with Badge, Name Plate (or embroider name ½ inch block letters) and Collar Brass and Patches with Reserve/CSO Rockers fixed above the Patch;
- 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.

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.

Optional Special Event Uniforms (with permission from supervisor)

- Polo Shirts
- Navy-blue Shorts or Pants
- Black Footwear
- Black Socks

The uniform shall be kept clean and be worn complete with buttons, insignias, badge, patches, American flag, and name plate or embroider 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 turtle neck or mock turtleneck with the insignia “MEDINA” on the left side in white ½ inch 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 crew neck t-shirts that are in good condition.

Undershirt - It is to be white 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.

Polo shirts may be worn for training or special events with the approval of the Chief of Police.

4035.4 - 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.

4035.7 - 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.

4035.8 – BADGES

Reserve and CSO officers shall be issued two (2) shirt/jacket badges. These shall be kept clean and untarnished.

4035.9 - 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.

4035.10 - 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.

4035.11 – UNIFORM PURCHASE / REIMBURSEMENT

Reserves will be supplied with their basic uniform at the time of appointment. The department retains ownership of all uniforms and equipment.

CSO being a full-time position will have their uniforms purchased for them. They will have two more shirts and two additional pairs of trousers provided.

4035.12 - APPROVE LIST OF EQUIPMENT FOR RESERVES

Equipment Needed for Hire

Short Sleeve Shirts (1)
Long Sleeve Shirts (1)
Trousers (1)
Name Plates (2)
Summer Jacket
Winter Sweater
Winter Jacket
Dress Belt
Duty Belt
A.S.P. & Holder
Pepper spray / Holder
Flashlight Holder
Handcuffs (2 sets)
Handcuff case(s)
Glove Pouch
Key Holder
Radio Holder
Tie / Tie Clip
Turtleneck
Dress Hat w/ Rain Cover

* 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.

Initial and replacement equipment listed above will be provided with City funds. Additional equipment and uniforms will be purchased with the Reserve Equipment fund.

Request for additional equipment will be in writing to the Chief of Police or designee.