



Garner Police Department

Written Directive

Chapter: 400 – Uniform and Equipment

Directive: 410.01 – Uniforms / Equipment for Officers

Authorized by: Chief Brandon Zuidema

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CALEA Standards: 41.3.4, 41.3.5 and 41.3.6

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410.1.1 - Purpose

The purpose of this directive is to specify the requirements for the issuance, wearing, maintenance, and disposal of equipment and uniforms for officers.

410.1.2 - Policy

Since the uniform promotes a feeling of general well-being and security among the public, it is the policy of the Garner Police Department to provide all officers uniforms to wear. It is also the policy of the Garner Police Department to provide all officers with appropriate equipment to perform their assigned duties.

410.1.3 - Official Uniform Components

- A. The official uniforms of the Garner Police Department are identified and defined in addendums A through I of this directive.
- B. When any part of an officer's uniform becomes excessively worn or damaged in the line of duty an equipment requisition is to be submitted to the Quartermaster for necessary replacement using the department's Quartermaster Online Ordering system.
 - 1. Alterations of issued uniforms and equipment (other than for normal fitting) must be approved by the Quartermaster.
 - 2. Officers are normally only allowed one replacement pair of footwear per budget year unless special circumstances result in a second or subsequent request which must be approved by the Administrative Captain.

410.1.4 - Approved Department Uniforms

- A. Class "A" Uniform (Addendum A)
 - 1. The class "A" uniform is normally reserved for administrative staff in their day-to-day assignments and for all officers attending public events or ceremonies including, but not limited to, community celebrations, funerals, or swearing-in and promotional ceremonies.
 - 2. Occasionally other special events may require officers to dress in the class "A" uniform; this will be determined by the supervisor with authority over the event.

- B. The Class “B” Uniform (Addendum B) is normally reserved for officers working in patrol or other non-administrative assignments or participating in training sessions.
- C. The Class “C” Uniform (Addendum C) is normally reserved for day-to-day wear by first responders or for other staff participating in training sessions. Class “C” uniforms will not be worn to Superior Court but are acceptable for District Court appearances.
- D. The Honor Guard Uniform (Addendum D) is reserved for members of the honor guard when participating in an event.
- E. The Dress Uniform (Addendum E) is reserved for lieutenants, captains and the Chief of Police and will be worn at the discretion of the Chief of Police.
- F. The Special Event Uniform will consist of the Class “C” Uniform identified in Addendum C with the exception of a high visibility yellow short or long sleeve shirt emblazoned with GARNER POLICE on the back in black letters. (The shirt will comply with ANSI Level III for reflective striping).
 - 1. The Special Event Uniform may be worn by members of the Traffic Enforcement Unit with permission of the TSU Sergeant.
 - 2. This uniform may also be worn for any outdoor Town special event with approval from the Support Services Division Commander or, in his/her absence, the Chief of Police, Administrative Captain, or Operations Captain.
- G. The Bicycle Patrol Uniform (Addendum F) will be worn by any officer operating a police bicycle on-duty.
- H. The Motorcycle Patrol Uniforms (Addendum G) uniform will be worn by any officer operating a police motorcycle on-duty.
- I. The Support Services Uniform (Addendum H) is worn by civilian employees such as Animal Control or Services Officers.
- J. The K9 Officer Uniform is worn by members of the K9 Unit and consists of the Class “C” Uniform with K9 UNIT emblazoned on the back of the uniform shirt.
- K. The Special Response Team Uniform (Addendum I) is worn by members of the Special Response Team at the direction of any Team Leader or the SRT Commander. Other special equipment or uniform accessories are covered by Directive 810.3.5 – SRT Team Equipment.

410.1.5 – Civilian Attire

- A. When dressed in civilian attire on-duty, employees are to wear clothing that is appropriate for their position and allows them to carry out their necessary tasks. Supervisory personnel will define what is appropriate based on the needs of the positions and will be consistent for all personnel in similar positions.
- B. Any non-uniform attire that displays the Department badge or patch or the Town of Garner seal must be approved by the Chief of Police prior to being worn.

410.1.6 - Equipment Issued/Non-Issued (41.3.4)

- A. Officers are prohibited from carrying personal or non-issued weapons or equipment, unless approved by the Chief of Police or his designee. Officers may carry pocket (folding) knives, but the blade cannot be displayed on the outside of the uniform (on the belt).

- B. No officer will carry any Departmental weapon without successfully completing all required training for the weapon.

410.1.7 - Equipment Issued to Officer

- A. The patrol officer will have the following equipment issued to them:
 - 1. Uniforms: A total of four (4) sets of uniforms shirts and trousers will be initially issued.
 - a. A minimum of one (1) set of Class A uniform and related equipment shall be issued.
 - b. The remainder of the four (4) sets can be made up of any combination of Class A, B, or C uniforms for a total of four (4). See addendums A through C.
 - 2. Police photo identification card;
 - 3. Weapons:
 - a. The issued department handgun with 3 magazines and ammunition;
 - b. Semi-automatic carbine rifle and ammunition (as deemed appropriate);
 - c. Collapsible baton; and
 - d. Taser.
 - 4. Handcuffs;
 - 5. Portable radio and shoulder microphone;
 - 6. Traffic Template;
 - 7. Reflective traffic safety vest;
 - 8. Terrorism PPE/Gas Mask/Filter;
 - 9. Laptop computer; and
 - 10. Body armor.
- B. Other equipment may be issued to sworn personnel based on full or part-time assignments (i.e. Honor Guard member, Investigator, SRT Operator, etc.).
- C. All issued equipment will be recorded in the Quartermaster module in the Records Management System (RMS) by the person issuing the equipment.
- D. Any employee who needs additional or replacement equipment shall document their request through the Quartermaster Online Ordering system in RMS and submit it to the Quartermaster.
- E. When any department issued equipment is lost or damaged, a memorandum explaining the circumstances surrounding the loss or damage shall be submitted via the chain of command. Unless approved by the Administrative Captain, employees will be responsible for the cost of replacement equipment that is lost or damaged outside the line of duty. After review, the Administrative Captain shall notify the Quartermaster of all damaged or lost equipment for appropriate replacement.

- F. Any employee who leaves employment with the Department shall return all issued equipment, with an *Exiting Employee Equipment Inventory* (GPD form 410.1-C) completed by the person receiving the equipment.

410.1.8 – Badge Shrouding

- A. The Chief of Police or his designee will authorize the wearing of badge shrouds to honor fallen law enforcement officers.
- B. All sworn employees will normally shroud their badges under the following circumstances:
1. Following an in-the-line-of-duty death of a sworn law enforcement officer in North Carolina.
 2. From the time of the death until the interment of the law enforcement officer (or until the completion of a funeral service if there is no interment).
- C. Individual sworn employees may shroud their badge if attending a funeral for a sworn law enforcement officer.
- D. The Chief of Police or his designee may order badges shrouded under other circumstances as they deem appropriate.

410.1.9 - Body Armor (Bullet Resistant Vest) (41.3.5; 41.3.6)

- A. All officers are issued body armor. Officers will wear body armor in accordance with the following guidelines:
1. Officers are required to wear their issued body armor whenever they are in uniform, regardless of rank or assignment.
 2. All officers working an extra-duty assignment or a Town special event (regardless of assignment or rank) are required to wear their issued body armor unless a waiver is granted by the Chief of Police due to anticipated long-term exposure to extreme heat.
 3. All officers responding to a critical incident or other high-risk situation that involves or could involve the threat of a firearm or other weapon are required to wear their issued body armor.
 4. All officers participating in live-fire firearms instruction as an instructor, observer, or student will wear their issued body armor.
- B. Care and maintenance of body armor
1. Officers are to inspect their body armor panels and carriers on a regular basis for holes, rips, or tears in the material. The officer should immediately notify their supervisor of any damages or if the panels are beyond four years and six months since the date of manufacture.
 2. Body armor panels are not to be dry cleaned or machine washed. They should be hand washed with mild detergent and allowed to air dry indoors. The carriers may be machine washed and dried.
 3. Body armor shall be replaced as soon as possible if it is involved in a shooting or stabbing or is significantly damaged in any other way.

410.1.10 - Personal Appearance**A. Personal Grooming**

1. In keeping with uniform requirements, personal-grooming standards will also inspire public confidence in employees.
2. In general, hairstyles will be neat and worn in a manner that does not interfere with the discharge of an officer's duties. Hair should not interfere with an officer's ability to wear his/her uniform hat.
3. Facial hair is not allowed with the exception of a mustache. If a mustache is worn, it must be trimmed neatly and may not extend below the corners of the mouth or over any portion of the upper lip, and may not extend on the cheek area. Sideburns will not extend past mid-ear and shall end with a clean shaven horizontal line.

B. Body Art

1. All employees are prohibited from displaying any body art, tattoo(s), intentional scarring, mutilation, or dental ornamentation while on-duty or representing the department in any official capacity.
2. Any employee with existing body art, tattoo(s), intentional scarring, or mutilation that is visible shall have the following options:
 - a. The employee shall cover existing body art, tattoo(s), intentional scarring, or mutilation by wearing the long-sleeve shirt, uniform pants or other suitable covering as approved by the Chief of Police; or
 - b. The employee shall have the tattoo(s) or brand(s) removed at the employee's expense.
3. Body art, tattoo(s), brand(s), intentional scarring, and/or mutilation that is not able to be covered is prohibited. This includes, but is not limited to: foreign objects inserted under the skin, pierced, split or forked tongue, and/or stretched out holes in the ears.
4. Employees shall not have any dental ornamentation. The use of gold, platinum, silver, or other veneer caps for the purposes of ornamentation are prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.

- C. Employees of the Department engaged in undercover assignments may be granted a waiver from the above standards by the Chief of Police.

Addendum A - Class "A" Uniform

1. **Blue uniform hat** with shield and plastic cover for inclement weather. A black leather band will be affixed, with gold buttons, to the front of the hat for sworn officers. A gold braid will be affixed, with gold buttons, to the front of the hat for personnel at the rank of Sergeant or above. The hat should fit comfortably and snugly around the largest part of the head. The bottom of the visor should be worn ½ inch above the eye level. The hat shall be worn straight on the head, with a black band/gold braid on front of the hat making a straight line parallel to the ground. Wearing the uniform hat is optional as directed by the senior supervisor involved in the event.
2. **Blue duty long-sleeve shirt** with department patches sewn onto each sleeve 1 inch below the shoulder. The following items are authorized or required to be worn affixed to the shirt:
 - a. Gold collar stars are authorized to affix the tips of the collars to the uniform shirt (*optional and officer supplied*);
 - b. Platoon leaders shall wear a gold/black platoon leader insignia on the collars of the uniform shirt;
 - c. Rank Insignia
 - 1) Acting Sergeants shall wear gold sergeant chevrons on the collars of the uniform shirt.
 - 2) Sergeants shall display gold sergeant chevrons on each sleeve ½ inch below the police department shoulder patch.
 - 3) Lieutenants through Chief of Police shall wear gold rank insignia on the collars of the uniform shirt;
 - d. Department issued metal badge shall be attached to the badge holder on the outermost garment so as to be clearly visible at all times;
 - e. Navy four-in-hand breakaway-type necktie;
 - f. Garner Police tie pin is a replica of the Garner Police Department patch which should be affixed in the middle of the tie between the two breast pockets;
 - g. Gold whistle and chain affixed to the right epaulet with the whistle stored in the right hand shirt pocket (*optional*);
 - h. Gold name plate pinned above the right breast pocket just above the pocket seam. The name plate will contain a minimum of the officer's first initial and last name. The CALEA accreditation seal will be affixed to the plate. Optional "serving since" attachment can be worn below. Officers achieving the career development level of Police Officer II are authorized to wear an attachment above the name tag;
 - i. Department issued award pins are authorized to be worn centered ½ inch above the name plate (*optional*);
 - j. "CIT" team member pin (if applicable) is authorized to be worn centered ½ inch above the name plat or ½ inch above any issued award pins; and
 - k. Officers achieving the career development levels of First Class Officer, Master Officer, and Senior Officer are authorized to wear a patch displaying this level sewn into each sleeve ½" below the department shoulder patch.

3. **Blue uniform trousers** with a blue stripe sewn into the outside seam. The trousers are to be hemmed so that bottom of the trouser leg rests on the top of the shoe without a break in the front crease. The rear of the trouser leg is to hang straight without a crease.
4. **Black Clarino Sam Brown** belt may be worn through the belt loops or over another black belt with belt keepers. The buckle will be yellow brass and worn in a vertical line with the trouser fly and shirt seam. The following required items will be worn in such a way as to maximize the ability of the officer to locate items on the belt and for comfort:
 - a. Issued handgun and holster worn on the officer's strong hand side approximately in line with the trouser seam;
 - b. Flashlight and holder;
 - c. Baton and holder;
 - d. Taser and holster worn on the weak hand side in either a cross draw or weak hand draw position;
 - e. Two fully loaded handgun magazines in dual black clarino holder;
 - f. Handcuffs in black clarino holder;
 - g. Glove pouch in black clarino leather (*optional*); and
 - h. Black leather portable radio holder or portable radio with back clip (*optional*).
5. **Black or navy blue socks** (*officer supplied*).
6. **Black clarino (or simulated) shoes** polished to a visible luster with black laces. No designs are permitted on the shoes. The heel height may not exceed one (1) inch.
7. **Rain or winter jacket** may be worn (if weather requires it). The winter jacket will have department shoulder patches sewn onto each sleeve one (1) inch below the shoulder and a cloth badge patch sewn onto the left side of the chest.
8. **Navy sweater** will display the Garner Police Department patch on both sleeves, centered, one (1) inch below the shoulder. The metal badge and name plate will be worn as described above. (*The sweater is optional and is officer supplied*).

Addendum B - Class "B" Uniform

1. **Ball or knit cap** is authorized for wear with the Class B uniform. *These caps are officer supplied but must be approved for use by the department.*
2. **Short or long sleeve blue duty shirt** with attachments as previously described in Addendum A with the following exceptions:
 - a. The uniform shirt shall be worn open collar with a navy blue or black undershirt. With the short sleeve shirt, the sleeves of the undershirt cannot extend below the sleeves of the uniform shirt.
 - b. Officers are authorized to wear a black or navy turtleneck with the long sleeve duty shirt. The turtleneck may not display any logos except gold embroidery with the initials "GPD".

(All undershirts and turtlenecks are supplied by the officer).
 - c. Only one department issued award pin plus the CIT pin is authorized.
3. **Blue uniform trousers** as previously described in Addendum A.
4. **Black or navy blue socks** *(officer supplied).*
5. **Duty Belt and Shoes:**
 - a. Black clarino leather shoes and duty belt with all gear as previously described in Addendum A.

or
 - b. Black duty boots or black leather shoes may be worn with department issued nylon duty belt and nylon or plastic gear. The following required items may be worn in such a way as to maximize the ability of the officer to locate items on the belt and for comfort:
 - 1) Issued handgun and holster;
 - 2) Flashlight holder;
 - 3) Baton holder;
 - 4) Taser and holster;
 - 5) Two fully loaded handgun magazines and dual nylon holder;
 - 6) Handcuffs and nylon holder;
 - 7) Optional nylon glove pouch; and
 - 8) Optional black leather portable radio holder or portable radio with back clip.
6. **Winter or rain jacket** may be worn based on weather conditions. The winter jacket will be the same as previously described in Addendum A.

Addendum C - Class "C" Uniform or "BDU" Uniform

1. **Ball or knit cap** is authorized for wear with the Class C uniform. These caps are officer supplied but must be approved for use by the department.
2. **Blue BDU uniform shirt** worn long-sleeve or short-sleeve with sleeves rolled up to the elbows. The shirt will have department patches sewn onto each sleeve 1 inch below the shoulders. The cloth department badge will be sewn onto the left breast just above the pocket seam. A cloth name strip embroidered with a minimum of the officer's first initial and last name will be sewn onto the right breast just above the pocket seam. The uniform shall be worn open collar with a navy blue or black undershirt or turtleneck as previously described in Addendum B.

The following attachments are authorized for wear with the Class C uniform shirt:

- a. Platoon leaders shall wear a gold/black platoon leader insignia on the collars of the uniform shirt;
 - b. Rank Insignia
 - 1) Acting Sergeants shall wear gold sergeant chevrons on the collars of the uniform shirt.
 - 2) Sergeants shall display gold sergeant chevrons on each sleeve ½" below the police department shoulder patch.
 - 3) Lieutenants through Chief of Police shall wear gold rank insignia on the collars of the uniform;
 - c. One department issued award pin is authorized to be worn centered ½ inch above the name plate (*optional*);
 - d. "CIT" team member pin (if applicable) is authorized to be worn centered ½ inch above the name plat or ½ inch above any issued award pin; and
 - e. Officers achieving the career development levels of First Class Officer, Master Officer, and Senior Officer are authorized to wear a patch displaying this level sewn into each sleeve ½" below the department shoulder patch.
3. **Blue BDU pants** with thigh pockets. The pants are to be hemmed so that bottom of the pant leg rests on the top of the boot without a break in the front crease. The rear of the pant leg is to hang straight without a crease.
 4. **Nylon web belt and web gear** as previously described in Addendum B.
 5. **Black or navy blue socks** (*officer supplied*).
 6. **Duty boots** with black laces.
 7. **Winter or rain jacket** as previously described in Addendum A.

Addendum D - Honor Guard Uniform

- 1) **Campaign style cover** with shield should fit comfortably and snugly around the largest part of the head. The bottom of the visor should be worn ½ inch above the eye level. The hat shall be worn straight on the head, with a gold braid on the front of the hat making a straight line parallel to the ground.
- 2) **Single-breasted blue formal jacket** with the following:
 - a. Anodized gold buttons;
 - b. Gold piping sewn on the epaulets;
 - c. A single gold stipe sewn 4 inches from the end of each sleeve;
 - d. Department patches sewn on each sleeve ½ inch below the shoulder;
 - e. Department metal badge worn on the left breast;
 - f. Gold name plate as previously described in Addendum A;
 - g. Sergeant insignia sewn ½ inch below the shoulder patches (when worn by a Sergeant); and
 - h. Gold honor guard braided cord on the left shoulder.
- 3) **White formal shirt** worn with attachments as previously described in Addendum A for the blue uniform shirt. An optional gold honor guard t-shirt and gold ascot may be worn in lieu of the white formal shirt based on the discretion of the senior ranking honor guard for the event.
- 4) **Blue uniform trousers** with gold stripe on the outer seam of the pants. The trousers are to be hemmed so that bottom of the trouser leg rests on the top of the shoe without a break in the front crease. The rear of the trouser leg is to hang straight without a crease.
- 5) **Clarino Sam Brown belt** worn over the jacket supported by a shoulder strap on the opposite side of the gun holster. The belt shall be equipped with the following:
 - a. Clarino holster with flap closed over the handgun;
 - b. Double magazine pouch; and
 - c. Closed handcuff case;
- 6) **Black or navy blue socks** (*officer supplied*).
- 7) **Black clarino shoes** with high polish or shine.
- 8) **White gloves** are to be worn at all times in the honor guard uniform.

Addendum E - Dress Uniform

1. **Uniform hat** as previously described in Addendum A.
2. **Single-breasted blue formal jacket** with the following:
 - a. Department patches sewn on each sleeve ½ inch below the shoulder;
 - b. Department metal badge worn on the left breast;
 - c. Gold name plate as previously described in Addendum A;
 - d. Gold sleeve stripes according to the wearer's rank:
 - 1) Single stripe for Lieutenants;
 - 2) Two stripes for Captains;
 - 3) Three stripes for Deputy Chief; or
 - 4) Four stripes for Chief of Police.
3. **White formal shirt worn** with attachments as previously described in Addendum A for the blue uniform shirt.
4. **Blue uniform trousers** with a black stripe sewn on the outer seams. The trousers are to be hemmed so that bottom of the trouser leg rests on the top of the shoe without a break in the front crease. The rear of the trouser leg is to hang straight without a crease.
5. **Black leather belt** with a pancake style leather holster and a combination handcuff/magazine holder.
6. **Black or navy blue socks** (*officer supplied*).
7. **Clarino shoes** as previously described in Addendum A.

Addendum F - Bicycle Patrol Uniform

1. **White bicycle helmet** approved by the Consumer Product Safety Commission.
2. **High visibility yellow short or long sleeve shirt** emblazoned with GARNER POLICE on the back in black letters. This shirt will be the same shirt used with the Special Event Uniform.
3. **Blue or black bicycle riding shorts** or pants approved by the Chief of Police or his/her designee.
4. **Nylon web belt and gear** as previously described in Addendum B.
5. **Black socks** (*officer supplied*).
6. **Black leather shoes** appropriate for bicycle operation approved by the Chief of Police or his/her designee.

Addendum G - Motorcycle Patrol Uniform

1. **White full faced motorcycle helmet** meeting DOT standards for motorcycle operation.
2. **Safety glasses** with clear or smoked lenses.
3. **High visibility yellow motorcycle jacket** approved by the Chief of Police or his/her designee. The riding jacket will have department patches sewn onto each sleeve 1 inch below the shoulders. The department cloth badge patch will be sewn onto the left breast of the jacket.
4. **High visibility yellow short or long sleeve shirt** emblazoned with GARNER POLICE on the back in black letters. This shirt will be the same shirt used with the Special Event Uniform.
5. **Black motorcycle riding pants** approved by the Chief of Police or his/her designee. These pants shall have sewn-in protective padding.
6. **Nylon web belt** and all equipment as previously described in Addendum B.
7. **Padded black leather riding gloves approved** by the Chief of Police or his/her designee.
8. **Black or navy blue socks** (*officer supplied*).
9. **Black leather riding boots** approved by the Chief of Police or his/her designee.

Addendum H – Support Services Uniform

1. **Ball or knit cap** is authorized for wear with the Class B uniform. These caps are employee supplied but must be approved for use by the department.
2. **Charcoal grey knit long or short sleeved shirt** with the following attachments:
 - a. The employment position of the wearer shall be emblazoned on the back of the shirt in black lettering;
 - b. The department cloth badge patch shall be sewn onto the left breast of the shirt with the position embroidered below the patch in black lettering; and
 - c. Full time employees will have a minimum of their first initial and last name embroidered on the right breast of the shirt in black lettering.
3. **Black undershirt.** The sleeves of the undershirt may not be visible below the sleeves of the uniform shirt (*officer supplied*).
4. **Blue BDU uniform pants** as previously described in Addendum C.
5. **Nylon belt worn** with the following gear:
 - a. Flashlight and holder;
 - b. Baton and holder; and
 - c. Optional black leather portable radio holder or portable radio with back clip.
6. **Blue or black socks** (*employee supplied*).
7. **Footwear**
 - a. Full time employees will be issued black duty boots.
 - b. Part time employees will wear black leather shoes or boots (*employee supplied*).

Addendum I – Special Response Team Uniform

1. All components of this uniform are olive drab green with black lettering or trim. This includes the department shoulder patches and the department cloth patch.
2. **Ball cap** emblazoned with “Garner SRT” on the front in black lettering. This hat is issued and required to be worn on the firing range and other times as required by the team leader or SRT commander.
3. **BDU uniform shirt** worn long-sleeve or short-sleeve with sleeves rolled up to the elbows. The shirt will have department patches sewn onto each sleeve 1 inch below the shoulders. The cloth department badge will be sewn onto the left breast just above the pocket seam. A cloth name strip embroidered with a minimum of the officer’s first initial and last name will be sewn onto the right breast just above the pocket seam. A patch with the words POLICE will be sewn onto the back of the shirt 2” below the collar. The uniform shall be worn open collar with a black undershirt or turtleneck as previously described in Addendum B.

The following attachments are authorized for wear with the SRT BDU uniform shirt:

- a. Platoon leaders may wear a gold/black platoon leader insignia on the collars of the uniform shirt (*optional*).
- b. Rank Insignia (*optional*)
 - 1) Acting Sergeants shall wear gold sergeant chevrons on the collars of the uniform shirt.
 - 2) Sergeants shall display black sergeant chevrons on each sleeve ½” below the police department shoulder patch.
 - 3) Sergeants through Chief of Police shall wear black rank insignia on the collars of the uniform.
4. **BDU pants** with thigh pockets.
5. **Nylon web belt and web gear** as previously described in Addendum B.
6. **Black or navy blue socks** (*officer supplied*).
7. **Duty boots** with black laces.