

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

1624.18, UNIFORMS

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POLICY:

AS DEFINED BY CITY CODE

Section 48.04 of the City Code states: "Every Police Officer, except plainclothes officers and such other officers and employees as the Chief of Police, may designate, shall wear uniforms, badges, and insignia of office, and carry such arms as the City Council may from time to time prescribe."

AS DEFINED BY THE CHIEF OF POLICE

It shall be the policy of this Department to maintain a uniform standard of dress and professional appearance for its employees at all times. The complete prescribed uniform shall be worn by all employees while on duty and while employed at approved extra-duty assignments, except when civilian clothing is authorized and worn. An exception may be made, by a division commander, to allow part of the uniform to be worn at the training site during training.

PROCEDURES:

1. CLASSES OF UNIFORMS

The following sections outline the authorization for wearing different uniform classes and describe each class.

1.1 STANDARD POLICE UNIFORMS

1.1.1 CLASS A UNIFORM

- a. Long-sleeved uniform shirt.
- b. Department-issued tie.

1. Members with five or more years of service may wear a service award pin as a tie tack, which is the only authorized tie tack.

2. Members with less than five years of service shall wear a tie tack similar to the service award pin without the years of service.
- c. Straight-legged uniform pants.
- d. Standard leather or nylon gun belt and equipment. (See Section 6)
- e. Black boots/shoes or Corfam shoes.
- f. Black gloves may be worn during cold weather.

The Class A uniform will be designated "with or without" the formal uniform hat with hat badge. The Class A uniform will be worn for formal occasions or when designated by the Chief of Police.

1.1.2 CLASS B UNIFORM

- a. Long-sleeved uniform shirt without issued tie. This uniform shall only be worn in a non-formal capacity. The OPD formal hat shall not be worn with this uniform, the OPD ball cap is optional.
- b. Straight-legged uniform pants.
- c. Standard leather or nylon gun belt and equipment. (See Section 6)
- d. Black boots/shoes, or Corfam shoes.
- e. Black gloves may be worn during cold weather. The

Class B uniform can be worn with or without the ball cap.

1.1.3 CLASS C UNIFORM

- a. Short-sleeved uniform shirt.
- b. Straight-legged uniform pants.
- c. Standard leather or nylon gun belt and equipment. (See Section 6)
- d. Black leather shoes or solid black athletic-type boots/shoes, or Corfam shoes.
- e. Gloves may not be worn with this uniform.

The Class C uniform will be designated "with or without" the ball cap.

1.1.4 PATROLLING UNIFORM

- a. Long or Short-sleeved polo uniform shirt.
 1. Embroidered silver/gold Orlando police badge, with "Police" underneath, left breast.
 2. Embroidered in silver/gold, the officer's/sergeant's name (rank, first initial, last name), right breast.
 3. Standard OPD patches on the left/right sleeve.
 4. Gray/yellow silk-screened "Orlando Police" (minimum 2 ½ "lettering) on the back of the shirt.
- b. Patrolling uniform CrossFX hidden cargo pocket or 5.11 lightweight pants.
- c. Standard leather or nylon gun belt and equipment. (See Section 6)
- d. Black leather shoes or solid black athletic-type boots or sneakers.
- e. OPD ball cap is optional.
- f. The standard OPD jacket shall be worn with the Patrolling uniform, if necessary.

The patrolling uniform shall be worn by sergeants and officers working in a Patrol, SRO, or CSO capacity. This uniform will not be issued to Lieutenants and above.

1.2 SPECIALTY UNIFORMS

Members assigned to specialty teams or units (Honor Guard, SWAT, ERT, ESU, CNT, Motors, K-9, SED, GET, etc.) shall adhere to uniform standards set in place by their respective Team/Unit Commander. Specific uniform requirements shall be established and maintained in each specialty Team's/Unit's Standard Operating Procedures (SOP) Manual. These standards shall be reviewed regularly and updated any time a change is authorized.

Minimum requirements of silk-screen printed or embroidered shirts shall include:

- a. Embroidered/printed Orlando police badge with "Police" underneath it, left breast (See e.).
- b. Embroidered/printed officer's name (rank, first initial, last name), right breast.
- c. Embroidered/printed "Orlando Police" on the left/right sleeves, if not, OPD patches.
- d. Silk-screened printed "Orlando Police" (minimum 2½" lettering) on back of shirt.
- e. Optional silk-screen printed "Police" (minimum 2" lettering) on front of shirt.
- f. Optional silk-screen printed "Police" (minimum 2" lettering) on each sleeve of long sleeve shirts.
- g. Contrasting colors are required, but operational/tactical consideration is given to justified positions where subdued printing/embroidery is utilized.

MPOs, supervisors, and managers will have gold silk-screening, baseball cap emblems, Police ID panels, and Velcro badges instead of white/grey.

1.2.1 EXTERNAL OUTER CARRIER VESTS

Sworn members may wear the authorized "Molle" style outer vest carrier system OVER their Patrolling Uniform polo, during their duties. Members shall ensure the Velcro "POLICE" screen printed ID panels, of minimum heights of 1" in the front and 2" in the back, are prominently displayed, along with a flexible Orlando police badge and name tab (rank, first initial, last name) affixed on the front of the vest. Members may outfit their carrier with the issued radio, double pistol magazine, chemical spray, and double handcuff pouches, or a self-purchased small admin/utility pouch or tourniquet holder. All pouches must be black in color. Officers MAY NOT place any firearms or issued ECD on their carrier system. "Morale patches" or any form, fashion, or saying are NOT authorized to be attached or displayed on the carrier.

1.3 BICYCLE UNIFORMS

The approved bicycle uniform must be worn when operating an Orlando Police Department mountain bicycle.

- a. Long or Short-sleeved dark navy polo-style shirt as follows:
 1. Embroidered silver/gold Orlando police badge, with "Police" underneath, left breast.
 2. Embroidered in silver/gold, the officer's/sergeant's name (rank, first initial, last name), right breast.
 3. Standard OPD patches on the left/right sleeves.
 4. Gray/yellow silk-screened "Orlando Police" (minimum 2½" lettering) on the back of the shirt.
- b. Dark navy bike shorts or approved bicycle pants with external cargo pockets.
- c. Standard gun belt and equipment. (See Section 6)
- d. Black lanyard and whistle.
- e. Solid black shoes or solid black athletic-type shoes.
- f. Black crew or ankle socks. (No-show socks prohibited).
- g. Optional black or dark-blue bicycle gloves.

The above silver embroidery and gray silk-screen print will be gold for MPOs, supervisors, and managers.

The bicycle uniform shall be the primary uniform for the Downtown Bike Units, the Neighborhood Patrol Unit, and the International Drive Bike Unit.

1.4 COMMUNITY SERVICE OFFICER (CSO) UNIFORM

1.4.1 CSO CLASS A UNIFORM

- a. Long-sleeved "French blue" uniform shirt with "Civilian" rocker above the OPD patch.
- b. Issued tie.
- c. Dark-blue, straight-legged uniform pants with black stripe.
- d. Solid black leather or solid black athletic-type shoes.
- e. CSO badge and nameplate.
- f. Uniform belt. (See Section 6)

1.4.2 CSO CLASS B UNIFORM

- a. Long-sleeved "French blue" uniform shirt with "Civilian" rocker above the OPD patch without issued tie. This uniform shall only be worn in a patrol or non-formal capacity.
- b. Dark-blue, straight-legged uniform pants with black stripe.
- c. Solid black leather or solid black athletic-type shoes.
- d. CSO badge and nameplate.
- e. Uniform belt. (See Section 1.4.4)

1.4.3 CSO CLASS C UNIFORM

- a. Short-sleeved "French blue" uniform shirt with "Civilian" rocker above the OPD patch.
- b. Dark-blue straight-legged uniform pants with black stripe.
- c. Solid black leather or solid black athletic-type shoes.
- d. CSO badge and nameplate.
- e. Uniform belt. (See Section 1.4.4)

1.4.4 CSO EQUIPMENT BELT

The CSO equipment belt shall be the issued smooth black leather or nylon belt with radio case and chemical agent holder.

The CSOs may, at their discretion, also carry any of the following:

- a. Flashlight and holder.
- b. Knife. (See Section 6.3)
- c. Up to four belt keepers.
- d. Glove case.

1.5 CRIME SCENE INVESTIGATOR (CSI) UNIFORM

1.5.1 CSI UTILITY UNIFORM

- a. Gray polo-style shirt as follows:
 1. With embroidered OPD emblem over the left breast pocket.
 2. "Crime Scene Investigator" embroidered over the right breast.
- b. Standard issued dark-blue uniform pants with black stripe.
- c. Black leather or solid black athletic-type shoes.
- d. Issued OPD baseball cap, optional.
- e. Issued CSI equipment belt. (See Section 1.4.4)

1.5.2 CSI JUMPSUIT UNIFORM

- a. A jumpsuit with "Civilian" rockers above the OPD patches and the same embroidery requirements as outlined in Section 1.13.1.
- b. Issued OPD baseball cap, optional.
- c. Issued CSI equipment belt. (See Section 1.4.4)

This uniform may be worn only when processing evidence on weekends, after 5 p.m. during weekdays, midnight shift, and while processing crime scenes.

1.5.3 CSI DRESS UNIFORM

- a. Long-sleeved "French blue" uniform shirt and uniform tie. This uniform shall only be worn for special occasions such as award ceremonies, presentations, and funerals.
- b. CSI badge and nameplate.
- c. Standard dark-blue uniform pants with black stripe.
- d. CSI equipment belt. (See Section 1.4.4)
- e. Black leather (or Corfam) shoes.

1.5.4 CSI NON-DRESS UNIFORM

- a. Long-sleeved "French blue" uniform shirt without issued tie. This uniform shall only be worn in a non-formal capacity.
- b. CSI badge and nameplate.
- c. Standard dark-blue uniform pants with black stripe.
- d. CSI equipment belt. (See Section 1.4.4)
- e. Black leather (or Corfam) shoes.

1.5.5 CSI EQUIPMENT BELT

The CSI equipment belt shall be the issued, smooth black leather or nylon belt with a radio case. The employees may, at their discretion, also carry any of the following:

- a. Flashlight and holder.
- b. Knife. (See Section 6.3)
- c. Up to four belt keepers.

1.6 COMMUNICATIONS CENTER UNIFORM

The Communications uniform shall consist of a Class A, Class B, and Class C uniform.

1.6.1 COMMUNICATIONS CLASS A UNIFORM

- a. Issued long-sleeved "French blue" uniform shirt.
- b. Issued uniform tie.
- c. Nameplate.
- d. Issued standard dark-blue uniform pants with black stripe.
- e. Black leather (or Corfam) shoes.
- f. Uniform belt.

1.6.2 COMMUNICATIONS CLASS B UNIFORM

- a. Issued long-sleeved "French blue" uniform shirt without issued tie. This uniform shall only be worn in a non-formal capacity.
- b. Nameplate.
- c. Issued standard dark-blue uniform pants with black stripe.
- d. Black leather (or Corfam) shoes.
- e. Uniform belt.
- f. Employees may choose to wear a Department-approved mock turtleneck shirt under their long-sleeved uniform shirt instead of wearing a tie. The mock turtleneck shirt shall be a black long-sleeved shirt with either gold or silver OPD 5/8" letters (based on the employee's rank) on the center of the collar. This uniform shall only be worn in a patrol or non-formal capacity. The OPD formal hat shall not be worn with this uniform.

1.6.3 COMMUNICATIONS CLASS C UNIFORM

- a. Issued polo-style shirt as follows:
 1. In Colbert Blue.
 2. White lettering for employees.
 3. Gold lettering for supervisors.
- b. Issued standard dark-blue uniform pants.
- c. Uniform belt.

1.7 POLICE EXPLORER FORMAL UNIFORM

- a. Issued short-sleeved "French blue" uniform shirt with OPD patches and "Explorer" rockers above the patches.
- b. Issued dark-blue uniform pants
- c. Smooth black leather belt with a silver buckle.
- d. Solid black shoes.

1.7.1 ADDITIONS TO FORMAL UNIFORM

Additions to the standard Police Explorer uniform may consist of:

- a. Gold drill team ropes.
- b. Black ascot for the color guard.
- c. Royal blue T-shirt with a gold OPD emblem on the left breast.

1.7.2 POLICE EXPLORER STANDARD UNIFORM

- a. Gray short-sleeved, collared shirt with embroidered Explorer patch.
- b. Black BDU style pants.
- c. Black web style belt with silver buckle.
- d. Black shoes.

1.8 BOONE HIGH SCHOOL CRIMINAL JUSTICE UNIFORM

- a. Dark blue short-sleeved, collared shirt with embroidered Boone CJ patch.
- b. Gray short-sleeved, collared shirt with embroidered Boone CJ Patch.
- c. Tan BDU style pants/
- d. Black belt.
- e. Black shoes.

1.9 CADET UNIFORM

The standard Cadet uniform shall be the same as the standard Community Service Officer uniform with the following additions:

- a. "Cadet" rockers above the OPD patches.
- b. "Cadet" collar brass.

1.10 CITIZEN OBSERVER PROGRAM VOLUNTEER UNIFORM

- a. Royal blue polo-style short-sleeved shirt with logo on the left chest and "Citizen Observer Program" under the logo.
- b. Short-sleeved light-blue uniform shirt with "Volunteer" rocker above OPD patch with embroidered "Courage, Pride, and Commitment" logo, nameplate, and C.O.P. collar brass.
- c. Black pants with side pockets.
- d. Black short pants with side pockets worn with polo-style or uniform shirt.
- e. Long-sleeved light-blue uniform shirt with "Volunteer" rocker above OPD patch, with embroidered "Courage, Pride, and Commitment" logo, nameplate, and C.O.P. collar brass.
- f. A black belt will be worn.
- g. Standard black uniform shoes or solid black athletic-type shoes.
- h. Black cap with "Citizen Observer Program" on the front in light blue.

1.11 CHAPLAIN UNIFORM

1.11.1 CHAPLAIN CLASS A UNIFORM

- a. Department-issued white long-sleeved uniform shirt.
- b. Department-issued uniform tie.
- c. Chaplain collar brass and nameplate.

- d. Department-issued dark-blue uniform pants with black stripe.
- e. Black leather (or Corfam) shoes.
- f. Uniform belt.
- g. Chaplain rocker above OPD shoulder patch.

For special occasions, chaplains will wear an issued OPD ceremonial dress coat. The

Class A uniform may be worn with or without the formal hat with hat badge.

1.11.2 CHAPLAIN CLASS B UNIFORM

- a. Department-issued white short-sleeved uniform shirt.
- b. Chaplain collar brass and nameplate.
- c. Department-issued dark-blue uniform pants with black stripe.
- d. Black leather (or Corfam) shoes.
- e. Uniform belt.
- f. "Chaplain" rocker above OPD shoulder patch.

1.11.3 CHAPLAIN CLASS C UNIFORM

- a. Department-issued white short-sleeved polo shirt.
- b. Dark-blue dress pants.
- c. Black shoes.
- d. OPD ball cap.

1.11 PROPERTY AND EVIDENCE SECTION UNIFORM

The Property and Evidence uniform shall consist of:

- a. Issued polo-style shirt as follows:
 - 1. In the colors of maroon, blue, and silver.
 - 2. White lettering for employees (maroon for the silver shirts).
 - 3. Gold lettering for supervisors (black for the silver shirts).
- b. Issued standard dark-blue uniform pants with black stripe.
- c. Uniform belt.

2. EXTRA-DUTY EMPLOYMENT AND USE OF UNIFORMS

When engaged in extra-duty employment, members shall not wear a specialized unit's uniform (i.e., motor or bike uniform) unless the extra-duty job specifically requires the specialized equipment (e.g., a job directing traffic that requires a motor unit) or exceptions based on the nature of the extra-duty detail where the coordinator has received written permission from the Chief of Police. For routine extra-duty jobs (e.g., malls, nightclubs, etc.), sworn members shall wear the standard Police Class A, B, C, or Patrolling uniform, and CSOs shall wear the standard CSO Class A, B, C, or Patrolling uniform.

3. UNIFORM APPAREL AND GUIDELINES

The following section describes various articles of apparel, insignia, and equipment, and establishes guidelines for wearing each item.

3.1 SHOES AND BOOTS

The standard uniform shoes shall be all black highly-polished military-style dress shoes, Corfam or leather, or hi-tech style boots. These are permitted when straight-leg pants are worn.

3.1.1 SOCKS

Socks shall be crew length or higher and black in color. Black crew or ankle socks shall be worn with approved

shorts. No-show socks are prohibited.

3.1.2 UNDERGARMENTS

Undergarments may be exposed, at the neckline only, to public view while the member is in uniform. The color of the undergarment will be black.

3.2 OPD JACKET

Sworn members shall wear the Department-issued jacket at the member's discretion. Rank insignia for the jacket shall consist of the following:

- a. Sergeants shall have chevrons sewn immediately below the OPD patches.
- b. Rank insignia for lieutenant and above is to be worn centered on the epaulet 1" from and parallel to the outer seam.

CSOs and CSTs shall wear the Department-issued jacket at the employee's discretion. A "Civilian" rocker shall be placed above the OPD patch. All other civilians who wear uniforms shall wear the Department-issued lightweight jacket, with "Civilian" rocker above the OPD patch.

4. HATS, CAPS, AND HELMETS

The standard-issued hats, caps, and helmets shall include:

- a. Formal uniform hat with hat badge.
- b. Riding helmets.
- c. Riot control helmets.
- d. Campaign hats.
- e. Baseball-type caps.
- f. OPD embroidered black knit winter cap.

Formal uniform hat with hat badge shall be worn at the direction of the Chief of Police.

Riding helmets shall ALWAYS be worn when mounted, motor or bicycle patrol officers are actually riding.

Riot control helmets shall be worn only at the direction of a section commander or higher.

Campaign hats shall be worn by Mounted Patrol officers at the discretion of the Chief of Police or his or her designee.

The OPD baseball cap may be worn with the approval of the Chief of Police or as follows:

- a. Specialty units.
- b. Patrol whenever the wearing of the formal uniform hat with hat badge is not designated.
- c. Community Service Officers.

Officers engaged in any other activity, not listed above, are strictly prohibited from wearing the baseball cap.

The OPD baseball cap shall be defined as a black baseball cap with the Orlando Police Department shoulder patch emblem on the front. The Orlando Police Department shoulder patch emblem shall be colored when worn with the standard uniform or subdued when worn by specialty units with subdued uniforms.

5. BODY ARMOR

The wearing of protective body armor is mandatory for all first responders while in police uniform. Officers assigned to a uniformed function are required to wear body armor while engaged in field activities to include on-duty and extra-duty employment unless exempt as follows:

- a. Members involved in an undercover capacity and the wearing of body armor could compromise the officer.

- b. Members of the Honor Guard during an approved detail.
- c. Members of the agency in an administrative role only and are not first responders.
- d. When the agency determines circumstances make it inappropriate to mandate the wearing of body armor at the discretion of the Chief of Police.

If any portion of the body armor is exposed to the public view, such as the neck area, that area must be dyed or covered with material to match the Department-approved uniform shirt for that member's section.

Personnel may retain their expired body armor upon being issued new body armor. The expired body armor will only be utilized for training purposes such as SWAT, Active Shooter, ERT, etc.

In order for a member to retain their expired body armor, the employee's supervisor must initiate a memorandum addressed to the Property Supervisor granting authorization for the member to retain their expired body armor. This memo should be accompanied by an endorsement sheet signed by the employee's chain of command (through to the Lieutenant) Both the expired and current issued body armor will be listed on the member's issued equipment inventory. The expired and current body armor will be surrendered to the Quartermaster Unit upon retirement, resignation or when no longer needed.

Please note that under no circumstance, shall expired body armor be used for any purpose other than authorized departmental training.

6. STANDARD GUN BELT AND EQUIPMENT

The standard-issued gun belt and all accessories worn on the belt shall be of smooth black leather or nylon. Snaps and other metal fittings or accessories (handcuffs, flashlights, handcuff keys, etc.) for the leather/nylon gun belt shall be black or silver in color.

Superior officers, MPOs, and civilian supervisors shall have a gold-colored belt buckle and snaps (if applicable) for the leather gun belt.

6.1 INNER BELT

The inner belt shall be the Department-issued smooth black leather belt or web belt.

6.2 REQUIRED EQUIPMENT ON THE GUN BELT FOR FIRST RESPONDERS WHILE IN POLICE UNIFORM

Required equipment on the gun belt shall consist of the Department-issued:

- a. Magazine holder with issued ammunition worn immediately to the left or right of the belt buckle.
- b. ALS holster and issued weapon.
- c. Chemical agent and carrier carried right-side up.
- d. Handcuffs and case.
- e. Expandable baton and holder.
- f. Electronic control device and approved holder.
- g. Police radio.

6.3 OPTIONAL EQUIPMENT ON THE GUN BELT

Members may at their discretion, wear the following items:

- a. Flashlight with holder for the issued Streamlight flashlight.
- b. Knife with case or utility tool.
 - 1. Shall be a folding, lock-blade not to exceed 4" in length or 9" overall length.
 - 2. The case may not exceed 6" in length.
- c. Glove case/holder.
- d. Extra handcuffs with case.
- e. Pager/Cell phone case.
- f. CPR shield (if not carried on the belt, it must be readily available).
- g. Narcan (if not carried on the belt, it must be readily available)

All carriers must be smooth black leather or nylon and the same material as the gun belt.

7. REFLECTIVE TRAFFIC VEST AND FLASHLIGHT WAND

The issued vest shall be worn when directing traffic.

The issued flashlight wand shall be attached to the issued Streamlight and used to direct traffic at nighttime or under poor visibility conditions.

8. UNIFORM COLLAR INSIGNIA

Only the below described collar brass shall be worn on each class A, B, or C uniform collar, centered $\frac{3}{4}$ " from and parallel with the forward edge of the collar:

- a. Single gold bar for lieutenants.
- b. Parallel gold bars for captains.
- c. Two gold stars for deputy chiefs.
- d. Four gold stars for the Chief of Police.
- e. Officers, sergeants, and civilians shall not wear collar brass.

9. NAMEPLATES AND WHISTLES

Nameplates and whistles shall be gold for superior officers, sergeants, corporals, MPOs, and civilian supervisors; silver for all others.

9.1 NAMEPLATE GUIDELINE

The nameplate shall be worn over the right breast pocket of the outer garment and shall be centered between the right and left edges of the pocket. The lower edge of the nameplate shall touch the upper edge of the pocket.

The "serving since" optional attachment may be worn on the bottom portion of the nameplate.

9.2 WHISTLE GUIDELINE

The whistle may be worn by members of Traffic Enforcement Units whose primary duties include traffic direction, enforcement, or investigation. The whistle with lanyard may be attached to the member's nameplate.

Black whistles with neck lanyards will be worn by bike officers.

Other members and CSOs shall have the whistle readily available.

10. BADGES

Badges shall be gold for Honor Guard, superior officers, sergeants, corporals, MPOs, and civilian supervisors. Badges shall be silver for officers and civilians. The badge shall be worn over the outergarment.

A black band shall be worn over the badge for a period of thirty days for the death of employees killed in the line of duty. A black band shall be worn over the badge until the date of the funeral, cremation, memorial service, etc., for other than line-of-duty deaths of active or retired employees. A black band may be worn over the badge at other times as directed by the Chief of Police.

The pin of the badge shall be mounted through the badge carrier, which is sewn into most uniform items.

If the garment does not have a badge carrier, place the badge as follows:

- a. Center the badge between the right and left edges of the left breast pocket, the lower point of the badge shall be 1/2" from the top edge of the pocket.
- b. It is not necessary to place the badge on rainwear or the traffic vest or any outer garment that has an approved embroidered badge.

11. AWARDS

Only awards authorized or awarded by the Department may be worn on the uniform.

Awards shall be worn on the left breast pocket flap of the outermost garment, centered with the top edge parallel to and 3/16 of an inch below the top edge of the pocket.

Ribbons of different classes shall be worn on the same level, to a maximum of three, as follows:

- a. Highest award to the member's right.
- b. Additional rows shall go below the first.
- c. Highest awards on the top row, descending order right to left.
- d. Additional awards in the same class shall be designated by a 3/16" gold star, centered on the ribbon, (e.g., a ribbon with three stars indicates four awards in the same class).
- e. Five awards in the same class: silver star centered on the ribbon.

12. DUTY, TRAINING AND MILITARY SERVICE PINS

Duty pins are insignia that indicates an employee is part of a specialized unit or team.

Duty pins shall be worn only by employees authorized by the specialized unit/team supervisor/commander. May be worn by authorized employees as follows:

- a. Active unit/team members.
- b. Cross-trained members.
- c. Inactive unit/team members.

Duty pins shall be gold for superior officers, sergeants, corporals, MPOs, and civilian supervisors. They shall be silver for officers and civilians.

Pins shall be worn on the right breast of the outer garment, centered over the employee's nameplate, with the bottom edge of the pin approximately 1/2" from the top edge of the nameplate. An additional duty pin may be worn. The second duty pin shall be worn directly above the first duty pin with the bottom edge of the second pin approximately 1/2" from the top of the first pin. No more than two duty pins should be worn at a time.

Training Pins, such as FBI, SPI, shall be worn above the nameplate.

Employees who honorably served or are currently serving in a branch of the United States military are authorized to wear a pin of their service branch. Aside from honoring those who have served, the pins create a connection with veterans that might encounter members of the department. Only the military service pins issued from Quartermaster Unit are the ones authorized.

Uniform personnel shall wear the service pin on the right breast pocket of their Class A, B, or C uniform, centered between the pocket button and name tag, OR on the right collar of their Patrolling uniform polo. Those in civilian clothing may wear the pin in an appropriate location on their outer garment.

13. GUIDELINES FOR WEARING SERVICE INSIGNIA

Approved uniform service stripes shall be worn on the lower left sleeve. Each stripe represents four years of service with the Orlando Police Department. Prior service time with other agencies is not approved to be represented.

14. JEWELRY

Neck chains are not permitted unless they are concealed from public view.

Wearing earrings while in uniform shall be as follows:

- a. Female officers – Generally allowed; however, medium to large hoop styles are prohibited for safety reasons.
- b. Male officers – Not allowed; however, may be allowed in certain specialty units, e.g., Undercover Drugs.

Employees are discouraged from wearing expensive items of jewelry to preclude loss and for job safety reasons.

Wearing body-piercing jewelry to include tongue, nose, and eyebrow piercing jewelry is prohibited.

15. SUNGLASSES

Sunglasses shall be professional in appearance. Reflectorized lenses and bold colors (e.g., hot pink or electric green) shall be prohibited.

Lanyards, if worn, shall be black.

APPENDIX A

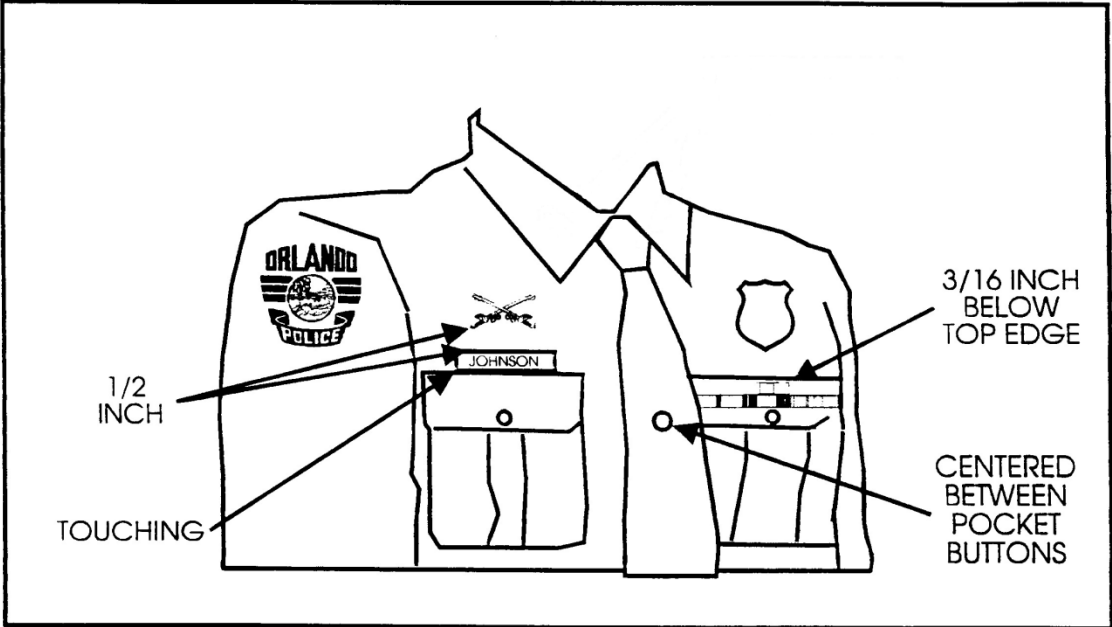
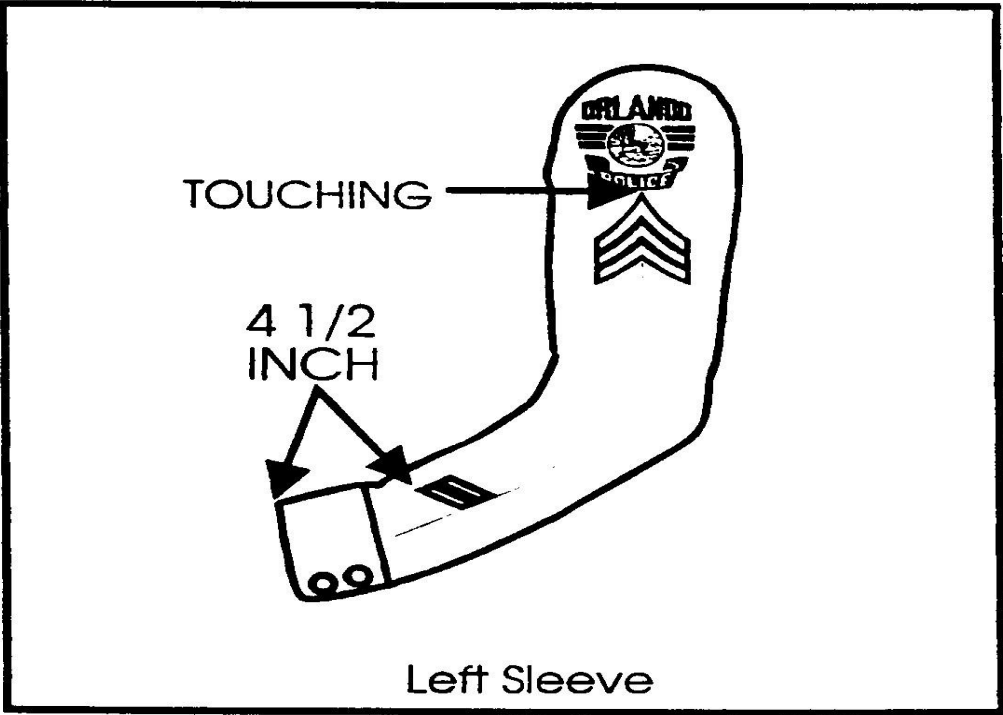


FIGURE 1
NEW



Left Sleeve

FIGURE 2