

**Policy:** 1624.19, Sworn Uniforms

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**Chief of Police:** Eric D. Smith

## **Contents**

- I. PURPOSE**
- II. POLICY**
- III. DEFINITIONS**
- IV. PROCEDURES**
  - 1. CLASSES OF UNIFORMS**
  - 2. EXTRA-DUTY EMPLOYMENT AND USE OF UNIFORMS**
  - 3. UNIFORM APPAREL AND GUIDELINES**
  - 4. HATS, CAPS, AND HELMETS**
  - 5. BODY ARMOR**
  - 6. STANDARD GUN BELT AND EQUIPMENT**
  - 7. REFLECTIVE TRAFFIC VEST AND FLASHLIGHT WAND**
  - 8. UNIFORM COLLAR BRASS**
  - 9. NAMEPLATES**
  - 10. BADGES**
  - 11. AWARDS**
  - 12. DUTY, TRAINING, AND MILITARY SERVICE PINS**
  - 13. GUIDELINES FOR WEARING SERVICE INSIGNIA**
  - 14. JEWELRY**
  - 15. SUNGLASSES**
- V. FORMS AND APPENDICES**
- VI. REFERENCES**

## **I. PURPOSE**

This policy outlines the general guidelines for the uniforms approved to be worn by members to ensure professional uniformity.

## **II.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 is the policy of this Department to maintain a consistent standard of dress and professional appearance for all employees. The full prescribed uniform must be worn while on duty and during approved extra-duty assignments, unless authorized to wear civilian clothing. A division commander may grant an exception, allowing partial uniforms to be worn during training at designated training sites.

## **III.DEFINITIONS**

None

## **IV.PROCEDURES**

### **1. CLASSES OF UNIFORMS**

The following sections describe each Class and Type of authorized uniform.

#### **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 or Corfam shoes
- f. Black gloves may be worn during cold weather

#### **1.2 CLASS B UNIFORM**

- a. Long-sleeved uniform shirt without an 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
- f. The Class B uniform can be worn with or without the ball cap

### **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.

### **1.4 PATROLLING UNIFORM**

- a. Dark Navy Blue long or short-sleeved polo or “base layer” uniform shirt
- b. Dark Navy Blue 5.11 APEX hidden cargo pocket pant
- c. External Outer Carrier Vest
- d. Standard nylon gun belt and equipment (See Section 6)
- e. Black leather shoes or solid black athletic-type boots or sneakers
- f. OPD ball cap is optional
- g. The standard OPD jacket shall be worn with the patrolling uniform, if necessary

The patrolling uniform shall be worn when working in a Patrol, SRO, or Airport capacity. Those working in a Recruiting or Community Relations Division function may wear Class A, B, C, or the Patrolling uniform.

### **1.5 EXTERNAL OUTER CARRIER VESTS**

Sworn members classified as First Responders (Patrol, SRO, Airport, TAC, DED, Motors, K-9, NPU, and all Bike Units) SHALL wear the authorized “Molle” style outer vest carrier system OVER their uniform shirt with both of their issued rifle plates, during their duties. Members shall ensure issued Velcro “POLICE” panels are prominently displayed front and back, along with a flexible Orlando police badge worn on the left side of the vest and the name tab (rank, first initial, last name) affixed on the front of the vest. American Flags and Blood Type patches may be worn on the vest. Members may outfit their carrier with the issued radio, double pistol magazine, chemical spray, double handcuff pouches, and a self-purchased small admin/utility pouch or tourniquet holder. All pouches must be black in color. Officers MAY NOT place any firearms or an issued Taser on their carrier system. “Morale patches” or any form, fashion, or saying are NOT authorized to be attached or displayed on the carrier.

### **1.6 SPECIAL TEAMS UNIFORMS**

Members assigned to specialty teams (Honor Guard, SWAT, ERT, ESU, and CNT) will adhere to uniform standards set in place by their respective Team Commander. Specific uniform requirements shall be established and maintained in each specialty Team’s Standard Operating Procedures (SOP) Manual. These standards shall be reviewed regularly and updated any time a change is authorized.

### **1.7 SPECIALIZED UNIT UNIFORMS**

Specialized Units include TAC, DED, NPU, and all Bike Units.

- a. Long or short-sleeved black t-shirt style shirt as follows:
  - a. Gray/yellow silk-screened Orlando police badge underneath, left breast

- b. Gray/yellow silk-screened "Orlando Police" horizontally on the left/right sleeves
- b. Black 5.11 Apex hidden cargo pants or black 5.11 Apex hidden cargo shorts may be worn by the Bike Units only
- c. Standard gun belt and equipment (See Section 4.6)
- d. Solid black shoes or solid black athletic-type shoes
- e. Black crew or ankle socks (No-show socks prohibited)

Officers will wear gray silk-screen printed shirts. MPOs, supervisors, and managers may choose to wear yellow or gray silk-screen print shirts.

Members assigned to CID may wear this type of uniform during approved special operations.

Members working in a Motors/THU, K-9 Unit, or Ranch Unit capacity will refer to the respective SOP for the approved uniforms.

## **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 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 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-styled dress shoes, Corfam or leather, or hi-tech style boots. These are permitted when straight-leg pants are worn.

### **3.2 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.

### **3.3 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.

### **3.4 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 at the epaulet 1" from and parallel to the outer seam

#### **4. HATS, CAPS, AND HELMETS**

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

- a. Formal uniform hat with hat badge
- b. Bicycle helmets
- c. Riot control helmets
- d. Baseball-type caps
- e. 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 motor or bicycle patrol officers are actually riding.

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

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.

Members are not allowed to wear the OPD ball cap or knit cap when off duty.

#### **5. BODY ARMOR**

The wearing of protective body armor is mandatory for all first responders while in police uniform. Members 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 it is 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.

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 circumstances 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 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**

The gun belt shall consist of these department-issued items:

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

Items (c) through (f) may be worn on the external carrier.

### **6.3 OPTIONAL EQUIPMENT ON THE GUN BELT**

Members may wear the following items:

- a. Flashlight with holder for the issued Streamlight flashlight
- b. Knife with case or utility tool
- 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)
- h. Expendable baton and holder

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 BRASS**

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**

Nameplates shall be gold for superior officers, sergeants, corporals, and MPOs, 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.

## **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 outer garment.

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  $\frac{1}{2}$ " 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 members' right
- b. Additional rows shall go below the first
- c. Highest award in 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, and MPOs; silver for officers.

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 FBINA and 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 shirt.

### **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

Wearing body-piercing jewelry, including 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.

## **V.FORMS AND APPENDICES**

APPENDIX A-Class A Uniform Diagram

## **VI.REFERENCES**

This policy rescinds Policy and Procedure 1624.18

Related Policies: Regulation Manual 400

Related Laws: Not Applicable