



CRYSTAL POLICE DEPARTMENT

Department Policy Manual

TITLE: UNIFORM DRESS POLICY

NUMBER: 2.15

DATE: 05/28/2024

NO. PAGES: 3

POLICY

All uniforms will be navy blue in color (optional white shirts for supervisory and administrative personnel and light blue shirts for non-licensed personnel) and of a style approved by the Chief of Police.

There are three classifications of uniform dress, as described below:

A. The **Class A Uniform** shall consist of:

1. long-sleeve shirt worn with a dark navy-blue tie,
2. approved dark navy-blue trousers without BDU pockets,
3. summer or winter weight jacket,
4. dress or winter hat

B. The **Class B Uniform** shall consist of:

1. Winter Uniform:
 - a. A long sleeve shirt worn with a dark navy-blue tie or worn open collar with an approved navy-blue turtleneck (dickey), or a dark navy blue/black undershirt;
 - b. Approved dark navy-blue trousers or an approved dark navy blue BDU uniform trouser;
 - c. Summer or winter weight jacket
 - d. Winter cap or approved dark navy-blue stocking cap;
 - e. An optional dark navy blue "Tight Jersey Knit" V-neck sweater may be worn with the winter Class B uniform. The sweater shall have a badge tab, name tab, and shoulder patches.

2. Summer Uniform:

- a. A short sleeve shirt worn open collar with a dark navy blue/black undershirt or a long sleeve shirt worn with an open collar and a dark navy blue/black undershirt, or dark navy-blue tie.
- b. Approved dark navy-blue trousers or an approved dark navy blue BDU uniform trouser
- c. Summer weight jacket
- d. Dress hat

Officers may don a winter or summer uniform based upon the environmental conditions and their individual comfort level, regardless of the season.

- C. The **Class C Uniform** shall consist of an approved polo shirt with approved shorts, BDU trousers or Class A trousers or other uniform dress approved by the Chief of Police for special assignments such as bicycle patrol or severe climate conditions.

UNIFORM REQUESTS

All uniform purchases must be approved by the uniform coordinator. Requests may be made from the approved list of items available through the Crystal Police Department online ordering system. If an item needs to be sized, officers should arrange to be sized at the approved vendor or tailor. Once the officer's size is known, the order should be made using the online ordering system if possible.

BALLISTIC SOFT BODY ARMOR PURCHASED FOR POLICE OFFICERS BY CITY OF CRYSTAL

- A. Each officer for whom Ballistic Soft Body Armor has been purchased must wear the body armor while assigned or performing patrol duties for the give (5) years following the date of issuance of the body armor to the officer, unless:
 - 1. A written request from the officer is approved by a supervisor excusing the officer from wearing the body armor due to adverse, hot weather for the scheduled shift; or
 - 2. An approved request from the Chief of Police has been obtained excusing the officer from wearing the body armor.
- B. Police officers who have been assigned to and are working a support function (Investigation, Administration, etc.), are encouraged and it is recommended that protective body armor purchased by the City of Crystal be worn while on duty. However, it will be left to the discretion of the officer to determine when it is necessary and practicable to wear protective body armor, *e.g.: execution of search and arrest warrants, assisting patrol officers on calls for service or during other potentially hazardous situations.
- C. Ballistic Soft Body Armor that is purchased for officers by the City of Crystal shall be of a threat level Class II or IIIA with full or contour side panels and a navy-blue vest cover. The brand or style must be approved by the Chief of Police.

HARD BALLISTIC ARMOR AND ACCESSORIES

- A. Hard ballistic armor, such as type III, III+, IIIA+ ballistic plates and tactical carriers, ballistic shields, and helmets may be worn/used in the field when reasonable, in furtherance of officer safety, when facing an elevated known, expected or perceived threat of gunfire or on weapons related calls for service.
- B. Hard ballistic armor in a tactical carrier may not be worn as a matter of routine while on patrol.
- C. All hard-ballistic armor, shields, and/or helmets deployed in the field shall be supplied by the police department. Any personally owned hard armor must be pre-approved by administration prior to being deployed in the field. Personally, owned armor must comply with the uniform standards set herein. The Crystal Police Department is not responsible for costs associated with damage or repair to personally owned equipment.
- D. Hard ballistic armor carriers shall be either black or dark navy with the word POLICE clearly marked and visible from the front and rear.
- E. A set of hard ballistic armor plates in a carrier will be placed in each patrol vehicle for use by patrol personnel.

- F. Personnel who are active SWAT tactical officers or mobile field force officers may carry and deploy their protective vests, helmets, and other protective gear while on duty pursuant to clause A of this subsection.
- G. Addition of medical pouches, tourniquets, or other accessory emergency equipment to the plate carrier is approved, so long as it does not obstruct the police markings.

COMMUNITY SERVICE OFFICERS (CSO's)

CSO's shall follow the same guidelines as above for uniforms, however, their uniform shirt shall be light blue in color and they will not be provided with a service weapon.

RECORDS STAFF

Attire of records staff shall look professional and be at the direction of the Records Manager and the Chief of Police.