

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: UNIFORM REGULATIONS

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I. Purpose

To identify issued equipment and the proper wearing of the department issued uniform, and to provide for a review of the loss or damage to departmental property.

II. Statement of Policy

The uniform or plainclothes worn by officers of the Covington Police Department shall be worn in such a manner that will project a positive, professional image toward the community. Any officer wearing a uniform or plainclothes in such a manner other than those expressed in this directive may be subject to disciplinary action.

III. Issued Equipment and Clothing

The police department will issue uniforms and equipment for all sworn officers. Equipment deemed essential to job performance may also be furnished, if authorized by the Chief of Police.

The following initial equipment and clothing shall be issued to sworn officers.

Clothing	Quantity
Short Sleeve Uniform Shirts	4
Long Sleeve Uniform Shirts	4
Pants	4
Body Armor	1
Winter Jacket	1
Police Ball Cap	1
Rain Jacket	1
Rain Pants	1
Inner Belt	1
Boots/Shoes	1/1
CPD T-shirt	2
CPD Mock Turtle Neck	2
Equipment	Quantity
Gun Belt	1

Holster	1
Handcuffs With Holster	2
Service Weapon	1
Backup Weapon	1
Rifle/Shotgun (optional)	1
Magazine Case	1
Magazines	3
CPD Collar Brass	2
Nameplate	1
CALEA Nameplate	1
Serving Since Bar	1
Insignia Stripes (Sgt.)	2
Insignia Bars (Capt., Lt.)	2
Rechargeable Flashlight	1
Small Belt Flashlight	1
Flashlight Ring	1
ASP Baton	1
ASP Scabbard	1
Taser X-2	1
Taser Holster	1
Walkie Talkie	1
Walkie Talkie Charger	1
Walkie Talkie Holder and Belt Loop	1
Reflective Traffic Vest	1
Citation Book	1
Citation Book Holder	1
Big Easy/Slim Jim	1
OC Spray	1
OC Scabbard	1
Badge	1
Police Identification Card	1

IV Personal Equipment and Apparel

Personal equipment authorized for use may include, but not be limited to: personal tape recorders, knives. Any personal equipment must be approved by the Patrol Division Commander prior to being carried on-duty.

V. Uniforms Standards - Patrol Division

- A. Officers are required to report to duty wearing clean and pressed uniforms.
- B. The complete uniform shall be worn at all times while on duty.
- C. A tie, dickey or black turtleneck will be worn with long sleeve winter shirts.
- D. The department issued bulletproof vest is considered part of the uniform and will be worn at all times while on duty. Exceptions may be granted by the Chief of Police or Watch Commander during hot weather or when the patrol officer is assigned to other special assignments. Officers may also be excused from wearing the vest because of medical reasons. To be excused from wearing the vest, officers must get a written medical excuse from a doctor, stating that the medical condition outweighs the protection benefits.
- E. The uniform ball cap will be worn at the discretion of the officer.

VI. Uniform Standards - Investigative Division

- A. All sworn personnel (Sgts and below) assigned to Investigative Division shall receive a bi-weekly clothing allowance. This applies only to permanent status employees in this division.
- B. All personnel assigned to Investigative Division should wear suit, coat and tie, or polo shirt and slacks during their regular work schedule. Tennis shoes, tee shirts, sweat shirts, ball caps (other than department issued) and shirts with gaudy printing on it is prohibited. The uniform of the day may be modified by the CID Commander, with approval of the Chief of Police.
- C. When an investigator is on call and is called in after his normal working hours, casual clothing may be worn provided they are long slacks and casual type shirts. Blue jeans are also permitted provided they are not torn and are neatly pressed.
- D. When appearing to testify in court, the investigator shall wear a suit or coat and tie.
- E. There are times when an investigator's work assignment may cause special tolerance of the dress code, such as; stakeouts, surveillance, under cover detail, etc. Under these circumstances, the investigator will be allowed to dress accordingly.

VII. Loss or Damage to Departmental Issued Equipment

- A. Any loss of or damage to departmental issued equipment shall be reported to the commanding officer immediately, and a supplemental incident report describing the circumstances will be written and turned in within twenty-four (24) hours to the watch commander with a copy to the Chief of Police.
- B. It will be the duty of the watch commander to forward a copy of the report of the loss or damage to the equipment to the Support Services/Community Outreach Captain.
- C. In any event, if the loss or damage to equipment is covered by private insurance, any amount recovered from the insurance company must be paid to the department. Failure to do so constitutes a theft and the employee will be subject to dismissal and criminal prosecution.
- D. The Watch Commander will notify the Chief of Police of any disciplinary action taken and how restitution to the City will be made.

- E. Any loss or damage may become a reviewable item as described above. If an officer has loss or damage report for the same items, otherwise not marked for review, three or more times in one year the review panel will investigate the loss as described above. It will be the responsibility of the Support Services Division Captain to notify the officer's Watch Commander when an unmarked item has been replaced three times or more.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police