

 <b>ROCKFORD POLICE DEPARTMENT</b> <b>GENERAL ORDER</b> <b>- NUMBER 60.09 -</b>		DISTRIBUTION <b>SWORN PERSONNEL</b>	<b>PAGE 1 OF 16</b>
ORDER TITLE <b>UNIFORM AND PERSONAL EQUIPMENT STANDARDS</b>	SERIES NO. <b>60</b>	SERIES TITLE / SUBJECT <b>AUXILIARY AND TECHNICAL</b>	
TOPICS / REFERENCE <b>Gun Belt, Personal Equipment, Uniforms</b>		APPENDICES <b>A-1, A-2, B, C</b>	
EFFECTIVE / ORIGINAL ISSUE DATE <b>July 1, 1989</b>	REVISION / REISSUE DATE <b>December 17, 2010</b>	EXPIRATION DATE <b>This order remains in effect until revised or rescinded</b>	
<b>CALEA (5<sup>th</sup> Edition Standards)</b> 1.3.9 • 17.5.2 • 17.5.3 • 22.2.5 • 41.3.4 • 41.3.5 • 41.3.6			

## POLICY

It is the policy of the Rockford Police Department that all employees, sworn and civilian, present a professional appearance while performing their official duties.

## PURPOSE

The purpose of this General Order is to establish specific uniform and personal equipment standards and guidelines for officers performing their official duties while in uniform. Dressing appropriately enhances the image of a competent, professional member of the law enforcement community. Your ability to take command of a situation and influence others to accept your direction is made easier by presenting the right image.

This order describes the sole list of authorized mandatory uniform and personal equipment items issued by the Department as well as optional, personally owned items authorized for use for official on-duty and off-duty assignments.

This Order is comprised of the following numbered section:

- I. **DEFINITIONS**
- II. **GENERAL POLICY ON UNIFORMS AND PERSONAL EQUIPMENT**
- III. **DEPARTMENT ISSUED UNIFORMS**
- IV. **DEPARTMENT ISSUED PERSONAL EQUIPMENT (DUTY GEAR)**
- V. **PERSONALLY OWNED CLOTHING AND EQUIPMENT**
- VI. **MAINTENANCE, ALTERATIONS, REPAIR, REPLACEMENT AND EXCHANGE OF UNIFORMS AND PERSONAL EQUIPMENT**
- VII. **EFFECTIVE DATE**
- VIII. **REVIEWS, REVISIONS AND CANCELLATIONS**

## APPENDICES

- A-1. **Department Issued Uniforms and Personal Equipment List  
Patrol Officers, Investigators and Sergeants**
- A-2. **Department Issued Uniforms and Personal Equipment List**

## **Command Staff Officers**

### **B. Clothing Requisition Form**

### **C. Uniform Pick-up Notice / Shoe Request Form**

## **I. DEFINITIONS**

- A. Sworn Personnel:** An employee of the Department who has powers of arrest and has taken a sworn oath of office.
- B. Non-sworn Personnel:** An employee of the Department who does not have power of arrest and has not taken a sworn oath of office.
- C. Command Staff:** The Chief of Police, Deputy Chiefs of Police, and Lieutenants of Police.
- D. Commanders:** The Chief of Police, Deputy Chiefs of Police, Lieutenants of Police, and Sergeants officially performing the duties of a Lieutenant (Acting Shift Commander.)
- E. Supervisor:** An employee of the Department who is responsible for the performance and conduct of other employees.

## **II. GENERAL POLICY ON UNIFORMS AND PERSONAL EQUIPMENT**

- A.** All personnel are expected to dress in such a way as to present a professional image while performing their official duties.
- B.** All supervisors are responsible for ensuring their on-duty employees are in compliance with the standards in this Order. Violations should be addressed and corrected immediately whenever possible. An employee may be required to use a portion of their personal time / TC to correct a violation. Extreme and/or repeated violations may be subject to Department discipline.
- C.** It is understood that there will be occasions when issues may arise, regarding uniforms and personal equipment, which are not covered by this Order. When necessary, commanders and supervisors are authorized to make decisions regarding those issues of uniforms and personal equipment, while staying within the general guidance of this Order.
- D.** The Department will provide all sworn personnel with their required uniform and personal equipment items.
  - 1. All Department uniforms and personal equipment will conform to specifications approved by the Chief of Police.
  - 2. See **Appendix A-1** for a list of uniforms and personal equipment issued to Patrol Officers, Investigators, and Sergeants.
  - 3. See **Appendix A-2** for a list of uniforms and personal equipment issued to Command Staff Officers.
  - 4. See **Appendix C** for a Clothing Requisition Form.
  - 5. See **section VI** of this order for information on the Department's policies on maintenance, alterations, repair, replacement and exchange of uniforms and personal equipment items.

6. Department uniforms and personal equipment may only be worn and used at the following times and only for official functions:
  - a. On duty;
  - b. Department related court appearances;
  - c. Department authorized off-duty events or jobs. The same uniform and equipment standards apply for all off-duty jobs;
  - d. Traveling directly home, to or from duty.
- E. Officers are not authorized to mix or wear any uniform shirts or jackets with civilian clothing, except for the Raid Jacket, which may be worn with civilian clothing while on duty.

### **III. DEPARTMENT ISSUED UNIFORMS**

See Appendix "A-1 and A-2" for a basic list of all Department issued uniforms and personal equipment

#### **A. Uniform Hats**

1. The Department provides all officers with two different pieces of headgear that may be worn while in uniform:
  - a. A navy blue eight-point crown hat with royal blue trim, navy blue band, silver buttons and black, patent leather visor. The patrol officer and uniformed investigator cap has a black plastic strap across the front of the hatband while the uniformed Sergeant hat has a braided, double knotted gold rope across the hatband and gold buttons; and
  - b. A fleece (nylon fur) lined "trooper's hat" for cold weather use.
2. Command Staff Officers
  - a. The Department provides all command staff officers with one navy blue rounded crown hat, gold buttons, and a flat, gold, metal strap across the hatband.
3. Hat Badges
  - a. The Department provides all officers with a hat badge to wear on the front of their uniform headgear. Hat badges for patrol officers and uniformed investigators have a silver finish. Hat badges for sergeants and command staff have a gold finish.
4. Uniform headgear may not be altered in appearance and must be immediately available at all times. It must be worn in the following circumstances:
  - a. Assignment to a walking beat;
  - b. Handling traffic control or investigating an accident;
  - c. Protecting a major crime scene;
  - d. A commander or supervisor orders it to be worn.

#### **B. Department patches, shirt badges, nametags and photo ID cards**

1. All shirts, sweaters, jackets and coats, except for the raincoat, shall have a Department patch centered on each shoulder ½ inch below the seam.
2. The Department provides officers with all required metal badges, metal nameplates, cloth, sew-on badges and nametags and photo ID cards. Officers are required to always wear a badge and nameplate or nametag on their uniform shirt.
  - a. K9 officers are authorized to wear cloth, sew-on badges and cloth, sew-on nametags on their uniform shirts. M3 Streets Team and Community Services officers are authorized to wear cloth badges and nametags on their bicycle officer uniform shirts.
  - b. Metal nameplates are worn centered, over the right breast pocket of the uniform shirt or outside vest carrier. The bottom edge of the nameplate/nametag will touch the top edge of the pocket seam. They will include an officer's first initial and last name. Certain special duty positions may also be noted on the nameplate. They include:
    - Bomb Technician;
    - Dignitary Protection;
    - Field Training Officer;
    - Firearms Instructor;
    - Mobile Command;
    - S.W.A.T.
  - c. The sweater, all-season jacket and raincoat, for all officers other than the rank of Chief of Police, Deputy Chief, and Lieutenant, must have cloth badges and cloth nametags. The Chief of Police, Deputy Chiefs, and Lieutenants will wear metal badges and metal nameplates on all garments.
3. Officers not in uniform are required to have their Department issued photo ID card with them while on duty. Non-uniformed officers will show their Department issued photo ID card to any citizen who requests they provide proof of their identity. All officers are required to provide their full name and badge number to any citizen who requests it.

**C. Rank Insignia**

1. Patrol Officer and uniformed Investigators:
  - a. No specific rank insignia on uniform;
  - b. Silver finish on metal shirt badges and nameplates;
  - c. Grey colored cloth badges;
  - d. Cloth nametags have white lettering on navy blue for the all-season jacket and sweater and white lettering on black for the raincoat;
  - e. Buttons, snaps, tie bars, belt buckles and all duty belt metal accessories will have a silver finish;

2. Sergeant:
  - a. Three royal blue sergeant stripes on both sleeves of each shirt, sweater and all-season jacket;
  - b. Gold finish on metal shirt badges and nameplates;
  - c. Gold colored cloth badges;
  - d. Cloth nametags have gold lettering on navy blue for the all-season jacket and sweater and gold lettering on black for the raincoat;
  - e. Jacket buttons, snaps, tie bars, belt buckles and all duty belt metal accessories will have a gold finish.
  
3. Lieutenant:
  - a. Gold finish lieutenant bars on shirt collars;
  - b. Gold finish lieutenant bars on the epaulets of the all-season jacket;
  - c. Gold finish lieutenant bars on the epaulets of the command coat;
  - d. One gold finish bar on each sleeve of the command coat for each 5 years of service up to 15 years;
  - e. One gold finish 5-point star on each sleeve of the command coat upon completion of 20 years or more service;
  - f. Gold finish on metal shirt badges and nameplates;
  - g. Jacket buttons, snaps, tie bars, belt buckles and all duty belt metal accessories will have a gold finish.
  
4. Chief of Police and Deputy Chiefs:
  - a. Three gold finish stars – Chief of Police  
Two gold finish stars – Deputy Chief of Police
  - b. Gold finish star(s) on shirt collars;
  - c. Gold finish star(s) on the epaulets of the all season jacket;
  - d. Gold finish star(s) on the epaulets of the command coat;
  - e. One gold finish bar on each sleeve of the command coat for each 5 years of service up to 15 years;
  - f. One gold finish 5-point star on each sleeve of the command coat upon completion of 20 years or more service;
  - g. Gold finish on metal shirt badges and nameplates;
  - h. Jacket buttons, snaps, tie bars, belt buckles and all duty belt metal accessories will have a gold finish.

**D. Uniform Shirts**

1. The Department provides all patrol officers, investigators and sergeants with long sleeve and short sleeve uniform shirts.
2. M3 Street Team and Community Service Unit officers are also issued “Polo” type uniform shirts as part of the bicycle officer uniform.

3. The Department provides all command staff with an initial issue of white, long sleeve and short sleeve shirts upon promotion to command rank. Thereafter command staff is responsible for the purchase of new uniform shirts as needed.
4. Any visible T-shirt worn under the short sleeve uniform shirt must be white in color. The sleeves of the T-shirt shall not extend past the end of the uniform shirtsleeves.

**E. Uniform Tie and Tie Bar**

The Department provides all officers with dark blue clip on ties and a tie bar with, depending on rank, either a silver or gold finish. A Department issued tie bar must be worn while wearing a tie in uniform. The proper position for the tie bar is between the 3<sup>rd</sup> and 4<sup>th</sup> shirt buttons.

**F. V-Neck Sweater / Zip-Up Sweater**

The Department provides each officer with either a navy blue V-neck sweater or a zip-up “cardigan” style sweater.

**G. Turtleneck shirt**

The Department provides all officers with one dark blue turtleneck shirt with the letters “R.P.D.” embroidered in white letters on the right side of the collar. As part of the winter uniform, turtleneck shirts may be worn under a long sleeved shirt in place of a tie. They may also be worn under the V-neck sweater (without a uniform shirt) and under the bicycle officer uniform “Polo” type shirts. Officers assigned to the M3 Streets Team and as K-9 officers will receive an issue of three (3) turtleneck shirts. Turtleneck shirts are not authorized for wear with the short sleeved uniform shirt. Turtlenecks are not authorized for wear with white, command rank uniform shirts.

**H. Jackets**

1. The Department provides each officer with a navy blue, all-season jacket. Jackets for officers below lieutenant rank have cloth, sewn on badges and nametags. The nametags, depending on rank, have white or gold lettering on a navy blue background.
2. M3 Street Team and Community Service Unit officers are issued a bicycling jacket constructive of reflective / high-visibility material.

**I. Command Uniform**

The Department provides each command staff officer with a command coat and trousers.

**J. Uniform Trousers / Bicycle Officer shorts**

1. The Department provides every officer navy blue uniform trousers.
2. K9 officers are also issued navy blue cargo trousers.
3. M3 Streets Team and Community Service Unit officers are also issued lightweight bicycle officer trousers and shorts.
4. The Department will pay for inseam and waist alterations at a Department authorized tailor.

**K. Uniform Trouser Belt**

The Department issues all officers black leather, basketweave finish belt, with either a silver or gold finished buckle depending on rank.

**L. Footwear**

1. The Department issues every officer black uniform socks. White socks may be worn but only when the socks are covered by boots and not visible while standing or walking.
2. The Department provides each officer with uniform shoes and/or boots through a Department authorized vendor, using a purchase order system. Officers are allowed to buy only Department authorized footwear with the purchase orders. All purchase orders have a maximum dollar value the footwear vendor will honor. If an officer wishes to buy authorized footwear more expensive than the purchase order's value, any additional cost is the responsibility of the officer.
3. When initially hired officers are given a purchase order that allows them to buy two pairs of uniform footwear. After the first year of employment, officers may request a purchase order for one pair of new shoes or boots a year. Requests must be made with a "Clothing Requisition Form" - **Appendix B** and a "Uniform Pick-Up Notice/Shoe Request Form" - **Appendix C**.
4. Officers are authorized to wear any footwear as part of the uniform as long as it meets all of the standards covered in this order. Any footwear purchase other than one made with a Department purchase order must be done at the Officer's own expense and will not be reimbursed by the Department.
  - a. Uniform shoes / boots must :
    - have a conservative, uniform looking appearance;
    - be all black in color;
    - have laces;
    - have leather uppers or a combination of leather/nylon;
    - be well polished with heels, soles, and laces in good condition.
  - b. Uniform shoes / boots will not :
    - have a contrasting color design or lettering;
    - be "slip on" or "loafer" style shoes or "Wellington" style boots;
    - have platform soles;
    - have buckles or snaps.

**M. Raincoat / Hat Rain Cover**

1. The Department provides each officer with a black nylon raincoat and rain cover for their duty hat. Raincoats have cloth, sewn on badges and nametags with, depending on rank, white or gold lettering on a black background. Raincoats do not have rank insignia devices attached to them.

**N. Raid Jacket**

1. The Department provides all command staff, sergeants, investigators, M3 Streets Team and Community Service Unit officers with a raid jacket. All raid jackets have sewn on badges. The raid jacket is not part of the standard uniform and should only be worn by officers while in plainclothes.

**O. Awards, Ribbons and Pins**

1. Award Ribbons

- a. Award Ribbons are worn centered over the right breast pocket of the uniform shirt, ½ inch above the nameplate. No more than three ribbons will be displayed in a single row, in order of importance, from right to left. If an officer receives a fourth ribbon, the highest award ribbon will be placed on top and centered over the other three. The bottom edge of the top ribbon shall touch the top edge of the bottom ribbons. Award Ribbons authorized to wear; in order of importance are:

- |                 |                              |
|-----------------|------------------------------|
| 1 <sup>st</sup> | Medal of Valor               |
| 2 <sup>nd</sup> | Distinguished Service Ribbon |
| 3 <sup>rd</sup> | Medal of Lifesaving          |
| 4 <sup>th</sup> | Exceptional Service Medal    |

2. Seniority Pin

- a. The seniority pin is worn centered, left to right and top to bottom, on the right breast pocket flap of the uniform shirt. If a seniority pin is worn, it will be the only pin worn.

3. American Flag Pin

- a. A small American flag pin is authorized for wear on the uniform shirt. It will be worn centered, left to right and top to bottom, on the right breast pocket flap. Plainclothes officers are authorized to wear the pin also. If a flag pin is worn it will be the only pin worn.

4. Other Department Approved Badge, Pin or Ribbon

- a. Any additional badge, pin or ribbon will be worn centered, left to right and top to bottom, on the left breast pocket flap of the uniform shirt. The Chief of Police must approve of any additional badge, pin or ribbon and will determine the length of time it may be worn.

**P. Minimum Uniform and Personnel Equipment Requirements**

1. Unless authorized by a commander or supervisor, all uniformed personnel working an assignment outside of the Public Safety Building must wear, at a minimum, the following items; uniform shirt, uniform pants, approved shoes or boots, trouser belt, duty belt, holster, sidearm, extra magazine pouch with two loaded magazines, OC spray, ASP, handcuffs and portable radio.

2. On-duty personnel in uniform who are working inside of the Public Safety Building must wear the following items; uniform shirt, uniform pants, approved shoes, trouser belt. If carrying a sidearm without a duty belt it must be carried in a Department authorized holster.
3. All on-duty personnel in uniform who are working hireback or forceback for any special or public event (e.g., 4<sup>th</sup> of July / On the Waterfront / concert security) must wear a complete uniform, as listed in **paragraph 1** of this section, and uniform hat unless their commander or supervisor advises otherwise.
4. Officers working a traffic control assignment must wear a reflective traffic vest.

**Q. Seasonal Uniform Regulations**

Twice each year, in the Spring and Fall, the Deputy Chief of Field Operations will issue a memorandum announcing the change from summer to winter uniforms and vice-versa. Officers will follow the uniform standards outlined in the memorandum.

**IV. DEPARTMENT ISSUED PERSONAL EQUIPMENT (DUTY GEAR)**

See **Appendix A-1** for a list of uniform and equipment for Patrol Officers, Investigators, and Sergeants.

See **Appendix A-2** for a list of uniform and equipment for Command Staff Officers.

See **Appendix B** for a Clothing Requisition Form.

See **Appendix C** for a Uniform Pick-up Notice / Shoe Request Form.

Officers are not required to carry all of the listed items of personal equipment. Officers are required to have and maintain, in good serviceable condition, the equipment that has been issued to them.

**A. Protective Vest**

1. A ballistic vest will be issued to all sworn personnel. All personnel engaged in patrol duties are required to wear protective body armor. This includes special details and traffic control and direction. All personnel engaged in pre-planned, high risk tactical situations shall wear body armor. Administrative, plain clothes and other personnel approved by the Chief of Police are exempt from daily use, but shall have their protective vest readily available at all times and shall make every effort to wear body armor when responding to calls. A supervisor may require that body armor be worn under certain situations or tactical reasons
  - a. For purposes of this Order, “readily available” means accessible for immediate use by the officer in the field.
  - b. Therefore, by definition, a protective vest issued to an officer working field patrol or special unit duties is not considered accessible for immediate use if stored in a locker at the Public Safety Building or at home. A protective vest kept with the officer

in their squad car while working field patrol or special unit duties would be considered accessible for immediate use.

- c. For purposes of this Order, “pre-planned, high risk tactical situations “ consist of, but are not be limited to, the following:
  - Drug raids.
  - High-risk felony warrant arrests.
  - Civil demonstrations or disturbances.
  - VIP situations.
  - Cover officers in undercover operations.

2. A ballistic vest will be worn in one of the following manners:

- a. Under the uniform shirt in its provided carrier, or
- b. In an optional carrier made of the same color, material and design as officer’s uniform shirt (the manufacture’s specifications for wear in this manner must be adhered to).

**B. Duty Gear (Gun belt and accessories)**

The Department provides each Officer with leather duty gear. Leather duty gear (gun belt, holster and accessory pouches) is constructed of black leather with a basketweave finish. M3 Streets Team, Community Services Unit and K9 Unit Officers are also issued nylon duty gear.

Officers with a medical condition that requires it, may exchange their issued leather gear for lighter weight nylon gear when authorized by the Deputy Chief of Administrative Services. Officers requesting exemption under this paragraph must present a letter from their physician documenting the medical condition and requesting use of nylon gear.

1. Department issued leather / nylon duty gear consists of:

- a. Duty belt;
- b. Belt keepers;
- c. Handgun holster;
- d. Magazine pouch;
- e. Handcuff case;
- f. Pepper spray holder;
- g. Portable radio holder;
- h. Expandable baton / ASP holder;
- i. Riot baton holder.

2. OC / Pepper Spray

The Department provides each officer with one can of OC / pepper spray. Officers will not carry or use any pepper spray, mace or chemical defense spray other than what the Department provides.

3. Expandable Baton & Wooden Riot Baton

The Department provides each officer with one expandable baton and a wooden riot baton. The Department issued batons are the only batons authorized for carry or use. Officers may carry both the expandable baton and wooden baton simultaneously if they so choose.

4. Riot Gear

a. The Department provides each Officer with the following items:

- Riot Helmet;
- Riot baton (wooden);
- Riot baton holder;
- Riot gloves;
- Riot gear bag.

b. Officers are responsible for keeping their riot gear readily available if it becomes necessary to use it. The gear bag is to be used for carrying the helmet, gloves and baton but may be used to carry additional Police equipment as well.

5. Traffic Control Equipment

a. The Department provides each Officer with the following items:

- Whistle;
- Traffic wand for flashlight (orange cone);
- Reflective traffic vest.

b. Officers should always wear their reflective traffic vest and use their whistle and flashlight wand when directing traffic. The vest is mandatory when directing traffic as part of a directed assignment.

**V. PERSONALLY OWNED CLOTHING AND EQUIPMENT**

The Department authorizes personnel, on occasion, to carry and use certain clothing items and equipment not issued by the Department. The Department will not reimburse officers for the purchase of any personally owned clothing and, except for flashlights, will not reimburse officers for the loss of or damage to any personally owned equipment.

**A. Knit Caps**

Officers are authorized to wear black knit caps during cold weather (below 32 degrees). Knit caps will be U.S. Navy 'Watch Cap' style only and have the word 'POLICE' in capital letters 1 1/8" high, in white, embroidered on the front.

**B. Scarves and Ear Warmers**

Officers are authorized to wear plain black wool scarves and ear warmers during cold weather (below 32 degrees). They must not interfere with the proper wearing of any Department issued hat.

**C. Gloves**

1. Cold weather gloves

Officers are authorized to wear leather or fabric gloves when the winter uniform is authorized. All gloves must be black, full finger and cover the wrist. No “driving gloves” or finger-less gloves are permitted.

2. Cut and puncture resistant gloves

Officers are authorized to wear specially designed search / frisk gloves intended to help protect their hands from sharp objects. When worn with the winter uniform, they may be worn at all times. When worn with the summer uniform, they may be worn only when searching a person. As with cold weather gloves, they must be black and cover the wrist.

3. Unauthorized gloves

So called “Sap gloves” or any gloves with lead, steel shot, or any other material designed to add extra weight, sewn into the knuckle or any other part of the glove, are not authorized at any time.

**D. Overshoes**

Black rubber overshoes are authorized as a foul weather option. They may be slip-on, zipper, or buckle style.

**E. Personally owned duty / gun belt gear**

Any personally owned duty / gun belt gear must be of the same construction and appearance (black leather with basketweave finish or black nylon) as the Department issued gear it is worn with. If it has visible snaps they must be of the appropriate finish (silver or gold) for the officer’s rank.

1. Authorized, personally owned duty / gun belt items:

- a. Specialty holster for personally owned firearm; (See **Section G.** below)
- b. Flashlight holder;
- c. Additional handcuff case;
- d. Handcuff strap;
- e. Key ring holder;
- f. Latex / Nitrile glove pouch;
- g. Beeper / mobile phone holder;
- h. Knife / multi-tool case.

**F. Flashlights**

Officers are authorized to carry and use personally owned flashlights if they so choose.

1. Authorized flashlights:

- a. Have no part greater than 2 ½ inches in diameter;
- b. Be black in color;
- c. Be no more than 14 ¾ inches in length and use a maximum of four “D” cell size batteries.

2. Un-authorized flashlights:
  - a. Contain projectiles or prods (electric or otherwise);
  - b. Emit noxious gases or liquids;
  - c. Contain or have attached to it, any device with the purpose of inflicting pain or injury.

**G. Handgun mounted flashlights and specialty handgun holsters**

The Department allows qualified Officers to attach certain weapon mounted flashlights to their Glock<sup>®</sup> firearm and carry the firearm / flashlight combination in an authorized holster. Officers who choose to purchase a holster that will accommodate the firearm / flashlight combination must do so at their own expense and qualify with the holster prior to using it on duty. Weapons mounted flashlights must be approved by the Training and Personnel Unit before being allowed for on-duty use.

**H. Knives, Knife Cases and Multi-Tools**

Officers are authorized to carry folding knives and multi-tools (pliers, screwdriver and knife combo - commonly referred to as a Leatherman<sup>®</sup>) while on duty.

1. Uniform officers who carry knives must do so on their duty belt in a Department approved case or in their pants pocket. Carrying cases must have a securable flap and match the rest of the duty / gun belt (black leather with a basketweave finish or black nylon).
2. Knife restrictions
  - a. Knives must be folding style. Special exceptions to this restriction are outlined in section b below.
  - b. Bomb Squad, Dignitary Protection Team and SWAT Unit members may carry fixed blade knives when performing special unit duties. The supervisors of the members respective unit must approve the fixed blade knife.
  - c. No folding knife blade may exceed four inches when opened.
  - d. Folding knives may only be carried in the closed position.
  - e. All knives must meet all legal requirements.
  - f. No automatic, spring-loaded, or spring-assisted knives are permitted.

**I. Mobile Telephones**

1. Officers are authorized to use and carry mobile telephones while on duty.
2. Officers are prohibited from using any type or style of telephone ear piece, wired or wireless (e.g., Bluetooth<sup>®</sup> style) while on duty.
3. Officers are prohibited from placing or answering personal phone calls while at a crime scene, talking with citizens, or handling any call for service.

4. Officers are prohibited from using any personally owned still-photo or video camera, including those integrated into a mobile telephone, to take any photograph or video while on duty.

## **VI. MAINTENANCE, ALTERATIONS, REPAIR, REPLACEMENT AND EXCHANGE OF UNIFORMS AND PERSONAL EQUIPMENT**

- A.** All personnel, regardless of duty assignment, are responsible for cleaning and maintaining, in serviceable condition, all uniform articles and personal equipment issued to them.
- B.** The Department will pay for alterations to uniform shirt sleeves (shorten) and the hem and/or waist of uniform trousers.
- C.** The Department will replace or repair uniform articles and personal equipment items issued to officers that become damaged or otherwise unserviceable during normal use.
- D.** The Department will replace or repair worn or damaged headgear, jackets and personal equipment issued to officers with the rank of lieutenant and above and provide them with a clothing allowance for replacement or repair of all other uniforms articles and footwear.
- E.** The Fiscal Services Section is responsible for replacing and exchanging all uniform items, duty gear and most other equipment items unless the responsibility is specifically given to another Section or Unit.
- F.** Officers must submit a “Clothing Requisition” form to a supervisor for replacement of any Department issued uniform articles or equipment. The supervisor will sign and forward the form to the Fiscal Services Section. A copy of the *Clothing Requisition* form is attached to this order as **Appendix B**.
- G.** The Fiscal Services Section will complete and forward a “Uniform and Equipment Pick-Up Notice” advising officers that the replacement item(s) they requested is available and ready to be picked up or is out of stock and being ordered. A copy of the “Uniform Pick-Up Notice / Shoe Request is attached to this order as **Appendix C**.
- H.** Officers whose normal work hours begin or end between 0800 and 1700 hours will receive their “Uniform and Equipment Pick-Up Notices” in their Department mailbox. The replacement items can and should be picked up as soon as possible at the Fiscal Services Office (Administration) Monday through Friday 0800 – 1700 hours.
- I.** Officers whose normal work hours do not begin or end between 0800 and 1700 hours will receive their “Uniform and Equipment Pick-Up Notices” from their supervisor. The replacement item(s) can and should be picked up as soon as possible from the Shift Commander’s Office.
- J.** When picking up replacement items, officers must bring the “Uniform Pick-Up Notice” as well as the worn, damaged, improper fitting or otherwise unserviceable item(s) (trade-in items) they wish to have replaced. Trade in items will be placed in a paper bag and put in the shift commanders closet area with the completed “Uniform Pick-up Notice” stapled to the bag. All items turned in for replacement must be clean.

- K.** If an officer no longer has the old item he or she needs replaced, an Officer's Report must be completed explaining the reason(s) they no longer have possession of the item. The Officer's Report is needed in addition to a ***Clothing Requisition*** form.
- L.** Officers must also submit an Officer's Report explaining the circumstances behind any damage (beyond wear from normal use) done to Department issued equipment that makes the equipment unserviceable.
- M.** Officers do not need to submit an Officer's Report for uniform articles damaged during the execution of their authorized duties unless a Supervisor requests one. Officers only need a ***Clothing Requisition*** form to get the item(s) replaced.
- N.** All Officer's Reports submitted will be addressed to the Deputy Chief of the Bureau the officer is assigned to. A copy will also be forwarded to the Deputy Chief of Administrative Services and the Fiscal Services Section
- O.** The Deputy Chief of Administrative Services will review the Officer's Report and forward a determination of cause to the Chief of Police.
1. Causes may include poor condition circumstances beyond an employee's control, employee negligence, and/or willful employee misconduct.
  2. Losses from a person's negligent or willful action may be cause for discipline, including reimbursing the Department's monetary loss.
- P.** Except for personally owned flashlights, used during the normal course of duty, the Department will not reimburse officers for the repair or replacement of any personally owned uniform articles or personal equipment if damaged or lost. The maximum reimbursement for repair or replacement of a flashlight is \$300.00.
1. If desired, officers may seek restitution through the State's Attorneys Office for Department authorized, personally owned equipment if these items are damaged or lost due to the actions of a criminal suspect.
  2. The City of Rockford will not reimburse officers for flashlights lost or destroyed through their negligence (e.g., items left unsecured in the locker room or a Department vehicle). The City of Rockford will evaluate each lost or damaged flashlight claim on a case-by-case basis and reserves the right to deny a claim where officer negligence caused the loss or damage. The officer may file an appeal with the City of Rockford if not satisfied with a denial or reduced dollar amount.
  3. The circumstances behind all damaged or lost flashlights must be documented on the original incident report or supplement to the original incident report. The reporting officer must include a complete description of the damaged or lost flashlight in the property section. In order to obtain reimbursement, a copy of the original receipt or an estimate of replacement, obtained from a retail merchant or catalog, must be attached to a clothing or equipment requisition and forwarded to the Fiscal Services Section.
- Q.** After a change in duty assignment or after leaving a specialized team or unit, officers must return all uniform articles and/or equipment they are no longer authorized to wear or use.

- R. Officers promoted to a higher rank shall return any uniform articles or equipment specific to their former rank before receiving their new items.
- S. Officers must return all Department issued uniform articles and equipment upon termination of employment with the Department.

**VII. EFFECTIVE DATE**

- A. This policy became effective July 25, 2007.

**VIII. REVIEWS, REVISIONS AND CANCELLATIONS**

- A. This General Order will be reviewed each **November** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B. This order is a revision of and supercedes Department General Order **60.09 – Uniform and Personal Equipment Standards**, issued July 25, 2007.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

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Chet Epperson  
Chief of Police

# APPENDIX A – 1

## Rockford Police Department

### Department Issued Uniforms and Personal Equipment List for Patrol Officers, Investigators and Sergeants

DESCRIPTION	# ISSUED	DESCRIPTION
DUTY HAT (brim and crown frame) <sup>1</sup>	1	HANDCUFFS <sup>1</sup>
MESH CROWN COVER for duty hat <sup>1</sup>	1	HANDCUFF CASE <sup>1</sup>
SOLID CROWN COVER for duty hat <sup>1</sup>	1	PEPPER SPRAY <sup>2</sup>
HAT BADGE <sup>1</sup>	1	PEPPER SPRAY HOLDER <sup>1</sup>
NYLON "FUR" HAT <sup>1</sup>	1	EXPANDABLE BATON <sup>1</sup>
SHORT SLEEVE UNIFORM SHIRTS <sup>1</sup>	5	EXPANDABLE BATON HOLDER <sup>1</sup>
LONG SLEEVE UNIFORM SHIRTS <sup>1</sup>	5	SPIT SOCK <sup>1</sup>
SWEATER (PULLOVER OR ZIP) <sup>1</sup>	1	RIOT BATON <sup>1</sup>
ALL SEASON JACKET <sup>1</sup>	1	RIOT BATON HOLDER <sup>1</sup>
SHIRT BADGE (STAR) <sup>1</sup>	1	RIOT HELMET <sup>1</sup>
METAL NAMETAGS <sup>1</sup>	2	RIOT GLOVES (PAIR) <sup>1</sup>
CLOTH NAMETAGS – FOR JACKET AND SWEATER <sup>1</sup>	3	RIOT GEAR BAG <sup>1</sup>
CLOTH NAMETAG – FOR RAINCOAT <sup>1</sup>	1	WHISTLE <sup>1</sup>
CLIP-ON TIES <sup>1</sup>	2	MOBILE PHONE (if authorized) <sup>1</sup>
TIE BARS <sup>1</sup>	2	FLASHLIGHT TRAFFIC WAND <sup>1</sup>
TROUSERS <sup>1</sup>	4	REFLECTIVE TRAFFIC VEST <sup>1</sup>
TROUSER BELT <sup>1</sup>	1	ELECTRONIC KEY CARD <sup>1</sup>
UNIFORM SHOES OR BOOTS (Pair) <sup>1</sup>	2	FUEL CARDS (SET OF TWO) <sup>1&amp;3</sup>
RAIN COAT <sup>1</sup>	1	STREET MAP <sup>1</sup>
RAIN COVER FOR HAT <sup>1</sup>	1	STREET GUIDE <sup>1</sup>
RAID JACKET (M3, Comm. Serv. Ofcs. Investigators and Sergeants) <sup>1</sup>	1	PHOTO IDENTIFICATION CARDS <sup>2</sup>
BODY ARMOR w/ TWO CARRIERS <sup>1</sup>	1	SERGEANT'S WALLET BADGE (FLAT S (SERGEANTS ONLY)
DUTY BELT (GUN BELT) <sup>1</sup>	1	DETECTIVE'S WALLET SHIELD <sup>1</sup> (INVESTIGATORS ONLY)
BELT KEEPERS <sup>1</sup>	4	I.D. AND BADGE / SHIELD CASE / WALLET (INVESTIGATORS AND SERGEANTS ONLY)
PORTABLE RADIO <sup>3</sup>	1	PAGER <sup>1</sup> (INVESTIGATORS, SERGEANTS OR SPECIALISTS)
LAPEL MICROPHONE FOR PORTABLE RADIO <sup>3</sup>	1	
PORTABLE RADIO HOLDER <sup>1</sup>	1	
LAPEL MICROPHONE HOLDER <sup>1</sup>	1	

Officers to have and maintain all of the below-listed items.  
 and maintain one duty firearm, a duty holster, three magazines, a magazine pouch for their duty belt and enough .40 caliber magazines and firearm.  
 appropriate on duty and off duty holsters and magazine pouches to Officers who are authorized to carry Glock® firearms, per **Department Firearms and Ammunition**.  
 authorized to carry a Glock®firearm while on duty may choose to return their Department issued Smith And Wesson® (S&W®) firearm

ADDITIONAL BADGE / SHIELD (PURCHASED BY OFFICER) <sup>1</sup>	1	DUTY HOLSTER – FOR GLOCK® <sup>1</sup>
S&W® 4046 FIREARM w/ CASE <sup>4</sup>	1	DUTY BELT MAGAZINE POUCH – FOR GLOCK® <sup>1</sup>
S&W® .40 CALIBER MAGAZINES <sup>4</sup>	3	DUTY BELT MAGAZINE POUCH – FOR S&W® <sup>1</sup>
.40 CAL. AMMUNITION FOR S&W® <sup>4</sup>	<sup>34</sup> ROUNDS	OFF DUTY HOLSTER – FOR S&W® <sup>1</sup>
.40 CAL. AMMUNITION FOR ON DUTY GLOCK® <sup>4</sup>	VARIED	OFF DUTY HOLSTER – FOR GLOCK® <sup>1</sup>
.40 CAL. AMMUNITION FOR OFF DUTY GLOCK® <sup>4</sup>	VARIED	OFF DUTY MAGAZINE POUCH – FOR S&W® <sup>1</sup>
DUTY HOLSTER – FOR S&W® 4046 <sup>1</sup>	1	OFF DUTY MAGAZINE POUCH – FOR GLOCK® <sup>1</sup>

<sup>1</sup> Items issued and replaced by the Fiscal Services Section

<sup>2</sup> Items issued and replaced by the Training and Personnel Unit

<sup>3</sup> Items issued and replaced by the Support Services Unit

<sup>4</sup> Items issued, maintained and replaced by the Armament Section of the Training and Personnel Unit



## APPENDIX A – 2

### Rockford Police Department

#### Department Issued Uniforms and Personal Equipment List for Command Staff Officers

DESCRIPTION	# ISSUED	DESCRIPTION
DUTY HAT <sup>1</sup>	1	DUTY BELT (GUN BELT) <sup>1</sup>
HAT BADGE <sup>1</sup>	1	BELT KEEPERS <sup>1</sup>
SHORT SLEEVE UNIFORM SHIRTS <sup>1</sup>	5	PORTABLE RADIO <sup>3</sup>
LONG SLEEVE UNIFORM SHIRTS <sup>1</sup>	5	LAPEL MICROPHONE FOR PORTABLE
SWEATER (PULLOVER OR ZIP) <sup>1</sup>	1	PORTABLE RADIO HOLDER <sup>1</sup>
ALL SEASON JACKET <sup>1</sup>	1	LAPEL MICROPHONE HOLDER <sup>1</sup>
COMMAND COAT <sup>1</sup>	1	HANDCUFFS <sup>1</sup>
SHIRT BADGE (STAR) <sup>1</sup>	1	HANDCUFF CASE <sup>1</sup>
		PEPPER SPRAY <sup>2</sup>
		PEPPER SPRAY HOLDER <sup>1</sup>
<b>LIEUTENANTS</b>		EXPANDABLE BATON <sup>1</sup>
- GOLD BARS FOR SHIRT COLLARS <sup>1</sup>	1 Pair	EXPANDABLE BATON HOLDER <sup>1</sup>
- GOLD BARS FOR COMMAND COAT <sup>1</sup>	1 Pair	SPIT SOCK <sup>1</sup>
- GOLD SERVICE BARS FOR COMMAND COAT <sup>1</sup>	1 Set	RIOT BATON <sup>1</sup>
- GOLD SERVICE STAR – Over 20 Years <sup>1</sup>	1	RIOT BATON HOLDER <sup>1</sup>
<b>CHIEF OF POLICE, and ALL DEPUTY CHIEFS</b>		RIOT HELMET <sup>1</sup>
- GOLD STARS FOR SHIRT COLLARS <sup>1</sup>	1 Pair	RIOT GLOVES (PAIR) <sup>1</sup>
- GOLD STARS FOR JACKETS <sup>1</sup>	1 Pair	RIOT GEAR BAG <sup>1</sup>
- GOLD STARS FOR COMMAND COAT <sup>1</sup>	1 Pair	WHISTLE <sup>1</sup>
- GOLD SERVICE STAR – Over 20 Years <sup>1</sup>	1	FLASHLIGHT TRAFFIC WAND <sup>1</sup>
- GOLD SERVICE BARS FOR COMMAND COAT <sup>1</sup>	1 Set	REFLECTIVE TRAFFIC VEST <sup>1</sup>
METAL NAMETAGS <sup>1</sup>	2	ELECTRONIC KEY CARD <sup>1</sup>
CLIP-ON TIES <sup>1</sup>	2	FUEL CARDS (SET OF TWO) <sup>1&amp;3</sup>
TIE BARS <sup>1</sup>	2	STREET MAP <sup>1</sup>
TROUSERS <sup>1</sup>	4	STREET GUIDE <sup>1</sup>
COMMAND TROUSERS <sup>1</sup>	1	PHOTO IDENTIFICATION CARDS <sup>2</sup>
TROUSER BELT <sup>1</sup>	1	WALLET BADGE (FLAT STAR) <sup>1</sup>
UNIFORM SHOES OR BOOTS (Pair)	2	I.D. AND BADGE CASE / WALLET <sup>1</sup>
RAIN COAT <sup>1</sup>	1	PAGER <sup>1</sup>
RAIN COVER FOR HAT <sup>1</sup>	1	MOBILE PHONE (if authorized) <sup>1</sup>
RAID JACKET <sup>1</sup>	1	
BODY ARMOR w/ TWO CARRIERS <sup>1</sup>	1	

Officers to have and maintain all of the below-listed items.

and maintain one duty firearm, a duty holster, three magazines, a magazine pouch for their duty belt and enough .40 caliber magazines and firearm.

appropriate on duty and off duty holsters and magazine pouches to Officers who are authorized to carry Glock® firearms, per **Department Firearms and Ammunition**.

authorized to carry a Glock®firearm while on duty may choose to return their Department issued Smith And Wesson® (S&W®) firearm

ADDITIONAL BADGE / SHIELD (PURCHASED BY OFFICER) <sup>1</sup>	1	DUTY HOLSTER – FOR GLOCK® <sup>1</sup>
S&W® 4046 FIREARM w/ CASE <sup>4</sup>	1	DUTY BELT MAGAZINE POUCH – FOR
S&W® .40 CALIBER MAGAZINES <sup>4</sup>	3	DUTY BELT MAGAZINE POUCH – FOR
.40 CAL. AMMUNITION FOR S&W® <sup>4</sup>	34 ROUNDS	OFF DUTY HOLSTER – FOR S&W® <sup>1</sup>
.40 CAL. AMMUNITION FOR ON DUTY GLOCK® <sup>4</sup>	VARIED	OFF DUTY HOLSTER – FOR GLOCK® <sup>1</sup>
.40 CAL. AMMUNITION FOR OFF DUTY GLOCK® <sup>4</sup>	VARIED	OFF DUTY MAGAZINE POUCH – FOR S
DUTY HOLSTER – FOR S&W® 4046 <sup>1</sup>	1	OFF DUTY MAGAZINE POUCH – FOR C

<sup>1</sup> Items issued and replaced by the Fiscal Services Section

<sup>4</sup> Items issued, maintained and replaced by the Armament Section of the Training and Personnel Unit

<sup>2</sup> Items issued and replaced by the Training and Personnel Unit

<sup>3</sup> Items issued and replaced by the Support Services Unit



**APPENDIX B**  
**Rockford Police Department**  
**Clothing Requisition Form**

**CLOTHING REQUISITION**

P.O.# \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Badge # \_\_\_\_\_

<b>NAME TAG</b> Jacket ( <i>screw back</i> ) _____ Qty: _____ Shirt ( <i>pin</i> ) _____ Qty: _____ Sweater ( <i>post</i> ) _____ Qty: _____ Nylon _____ Qty: _____	<b>LEATHER Gun Belt</b> Sizes: 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48 Size: _____ Buckle: Gold or Silver _____												
<b>SHOES (1 pair a year) Circle one.</b> Shoes - Regular Low-Cut _____ Clarino Low-Cut ( <i>Hi Gloss</i> ) _____ Boots - 1/2 Cut _____ Paratrooper Hi-Cut _____ Waterproof and Insulated Hi-Cut _____ Tennis Shoes _____ Other _____	<b>LEATHER Inner Belt</b> Sizes: 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48 Size: _____ Buckle: Silver or Brass _____												
<b>TROUSERS Men</b> Sizes: 28, 30, 31, 32, 33, 34, 36, 38, 40, 42, 44, 46 Size: _____ Qty: _____ Return _____ Qty: _____	<b>LEATHER Accessories</b> Keepers (4) Silver/Brass _____ Baton Holder _____ Cuff Case Silver/Brass _____ ASP Holder _____ Mag Holder _____ OC Holder _____												
<b>TROUSERS Women</b> Sizes: 6, 8, 10, 12, 14, 16, 18, 20, 22 Size: _____ Qty: _____ Return _____ Qty: _____	<b>NYLON Gun Belt</b> SM 26-30, MED 32-36, LARGE 38-42, XLARGE 44-48 Size: _____												
<b>SHIRTS Long Sleeve Men</b> Sizes: 14x33 to 18 1/2 x37 Size: _____ Qty: _____ Return _____ Qty: _____	<b>NYLON Inner Belt</b> SM 26-30, MED 32-36, LARGE 38-42, XLARGE 44-48 Size: _____												
<b>SHIRTS Short Sleeve Men</b> Sizes: 14 to 18 1/2 Size: _____ Qty: _____ Return _____ Qty: _____	<b>NYLON HOLSTER &amp; Accessories</b> 4046-20" _____ 4046-18" _____ (RT _____) (LF _____) Keepers (4) _____ Mag Holder _____ Cuff Case _____ OC Holder _____ Baton Holder _____ Asp Holder _____												
<b>SHIRTS Long Sleeve Women</b> Sizes: 28, 30, 32, 34, 36, 38, 40, 42, 44, 46 Size: _____ Qty: _____ Return _____ Qty: _____	<b>LEATHER JACKETS * NOTE: Jackets run small</b> Sizes: 38, 40, 42, 44, 46, 48, 50, 53, 54, 56 Lengths: Short, Regular, Long, Extra Long Size: _____ Length: _____												
<b>SHIRTS Short Sleeve Women</b> Sizes: 28, 30, 32, 34, 36, 38, 40, 42, 44, 46 Size: _____ Qty: _____ Return _____ Qty: _____	<b>Armor Vest Paca</b> Vest _____ (NEW) Armor Covers (Name Brand) _____ Size: _____												
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>HOLSTERS</b></td> <td style="width: 50%;"><b>OFF-DUTY</b></td> </tr> <tr> <td>4046 _____</td> <td>4046 _____</td> </tr> <tr> <td>Right _____</td> <td>Right _____</td> </tr> <tr> <td>Left _____</td> <td>Left _____</td> </tr> <tr> <td>High Ride _____</td> <td>High Ride _____</td> </tr> <tr> <td>Low ride _____</td> <td>Low Ride _____</td> </tr> </table>	<b>HOLSTERS</b>	<b>OFF-DUTY</b>	4046 _____	4046 _____	Right _____	Right _____	Left _____	Left _____	High Ride _____	High Ride _____	Low ride _____	Low Ride _____	_____
<b>HOLSTERS</b>	<b>OFF-DUTY</b>												
4046 _____	4046 _____												
Right _____	Right _____												
Left _____	Left _____												
High Ride _____	High Ride _____												
Low ride _____	Low Ride _____												

Supervisors: \_\_\_\_\_ Issued by: \_\_\_\_\_

**\* All returned clothing must be cleaned before it is exchanged.**

(Continued on back)

<b>HATS: Summer Winter</b> Sizes: 6½, 6¾, 7, 7 1/8, 7 1/4, 7 3/8, 7 1/2, 7 3/4 Size: _____ Winter or Summer: _____		<b>Ball CAP:</b> Sizes: Small, Medium, Large Extra Large Size: _____	
<b>SWEATER: "V" Neck or Zipper</b> Sizes: 38, 40, 42, 44, 46, 48, 50 "V" Neck: _____ Size: _____ Other: _____ Size: _____		<b>Handcuffs</b> Serial No. _____ Lost - Broken _____	
<b>RAIN Coat</b> Sizes: 38, 40, 42, 44, 46, 48, 50 Size: _____		<b>Badge Cases</b> Detective _____ Sergeants _____	
<b>BIKE Shorts</b> Sizes: SM, M, LRG, XLG Size: _____ Qty: _____		<b>BIKE Black Helmet</b> Sizes: SM, M, LRG, XLG Size: _____	
<b>BIKE Trousers</b> Sizes: SM, M, LRG, XLG Size: _____ Qty: _____		<b>DOG Navy Blue Trousers</b> Sizes: SM, M, LRG, XLG Size: _____ Qty: _____	
<b>BIKE Jacket</b> Sizes: SM, M, LRG, XLG Size: _____ Qty: _____		<b>DOG Navy Blue Jacket</b> Sizes: SM, M, LRG, XLG Size: _____	
<b>Turtlenecks (Navy Blue)</b> Sizes: SM/Med/ LG/ XLG Size: _____ Qty: _____		<b>All Weather Jacket</b> Small _____ X-Large _____ Medium _____ XX-Large _____ Large _____ XXX-Large _____	
<b>BIKE: Polo Shirts (Royal Blue)</b> Sizes: Med, Large, Xlarge, XXLlarge Size: _____ Qty: _____		<b>Raid Jacket</b> Small _____ X-Large _____ Medium _____ XX-Large _____ Large _____ XXX-Large _____	
<b>LEATHER Coat Buttons</b> Large _____ Small _____ Brass _____ Silver _____		<b>OTHER</b>	
<b>Quantity of:</b> Sgt stripes _____ Sgt Braid _____ Lt's Braid _____ Lts Bars _____		<b>*** ACCESSORIES ***</b> Rain Cap Cover _____ Star # _____ Hat Badge _____ Street Guides _____ Riot Bag _____ Riot Baton _____ Maps _____ Business Cards _____ Brass Hat Buttons _____ Silver Hat Buttons _____ Badge Holders Round _____ Hat Badge Screws _____ (Provide Sample)	

Initial Secretary \_\_\_\_\_

APPENDIX C

Rockford Police Department

Uniform Pick-Up Notice / Shoe Request

UNIFORM PICK-UP NOTICE

DATE: \_\_\_\_\_

OFFICER: \_\_\_\_\_

The \_\_\_\_\_ you requested are in stock and may be picked up in Administration M-F, 0800-1700.

*Nightshift only: When you receive notice from me that your requested items are in stock, please leave your trades in a bag, with your name on it, in the Shift Commanders office. You must then call my voicemail x5826 and notify me that your trades are there. I will then leave the new items for you.*

**NO ITEMS WILL BE ISSUED WITHOUT TRADE-IN OR OFFICERS REPORT.**

The following items are on order: \_\_\_\_\_  
A notice will be placed in your mailbox when the items are available.

