



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-1

Effective: 06/09/2021

Review: 06/09/2022

Replaces: 09/05/2018

2-1 UNIFORMS

Related SOP(s), Forms, Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- [1-56 Horse Mounted Unit \(Formerly 6-12\)](#)
- [2-35 Emergency Response Team \(Formerly 2-29\)](#)
- [2-54 Intermediate Weapon Systems](#)
- [3-30 Line Inspection Process](#)
- [3-41 Complaints Involving Department Policy or Personnel](#)

B. Form(s)

Monthly Line Inspection Form

C. Other Resource(s)

National Institute of Justice (NIJ) Standard--0101.06 Ballistic Resistance of Personal Body Armors (2008)

D. Rescinded Special Order(s)

SO 18-46 Clarification for Duty Shorts Uniform

2-1-1 Purpose

The purpose of this policy is to promote a professional image and professionalism among all Albuquerque Police Department (Department) sworn personnel and uniformed civilian personnel by establishing requirements of dress and personal appearance.

2-1-2 Policy

It is the policy of the Department to outline approved, on-duty uniform requirements for all Department sworn personnel and to establish procedures for uniform and equipment inspections. Sworn personnel shall be held accountable for the security, proper care, and use of Department-issued uniforms and equipment. Non-uniformed, civilian personnel shall meet acceptable requirements of dress, as established by the Chief of Police.

N/A 2-1-3 Definitions

A. Alternate Duty Uniform

A uniform that is worn by sworn personnel and uniformed civilian personnel while on-duty that is less formal than the duty uniform.

B. Class A Dress Uniform/Command Staff Dress Uniform



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A uniform that is worn by sworn personnel for formal occasions.

C. Duty Uniform

A uniform that is worn by sworn personnel while on-duty.

D. Plainclothes Officer

An on-duty sworn personnel who do not wear their duty uniform but carry their Department badge and firearm.

E. Undercover Officer

Any on-duty sworn personnel working in a covert manner pursuant to an approved undercover operation designed to obtain information about criminal activity of individuals or organizations through the development of ongoing relationships with individuals or organizations.

7 2-1-4 General Uniform Requirements

A. Requirements for the proper wearing of uniforms shall apply to all sworn personnel and uniformed civilian personnel of the Department.

B. All sworn personnel shall wear a complete uniform. Partial uniforms shall not be worn. Uniforms shall not be mixed (e.g., tactical/Battle Dress Uniform (BDU) style pants worn with a uniform shirt).

C. Duty Uniform

1. Badges, Badge Patches, and Patches

a. Badge

i. Sworn personnel shall wear their designated official Department badge when in uniform.

ii. A cloth replica of the Department-issued badge, corresponding to the individual's rank, may be worn on all jackets, coats, and tactical/BDU style shirts, consistent with the standards in this SOP.

iii. Sworn supervisors may wear an alternate supervisor badge. This badge is similar to the patrolman badge, gold in color with reversed blue and gold lettering. Supervisors who choose to wear the alternate badge shall be responsible for the purchase of the badge.

b. Badge Patch: Sworn personnel shall wear a silver badge patch on the left chest; and sworn personnel who are supervisors shall wear a gold badge patch on the left chest. Sworn personnel shall not wear a subdued badge patch.

c. Patch



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- i. The Department shoulder patch shall be worn on the left sleeve of all jackets, coats, and shirts. It shall be three and a half-inch by four and one half-inch (3½" x 4 ½"). It shall be centered one (1) inch below the shoulder.
- ii. Sworn personnel and detectives shall wear the Department patch with silver trim and supervisors shall wear the Department patch with gold trim.
- iii. Sworn personnel assigned to units, which have an authorized unit patch, may wear the patch on the right sleeve positioned in the same manner as the Department patch. Any proposed unit patch shall not be greater in total area, height, or width than the current Department uniform patch, (4 ½ x 3 ½ inches). Unit patches shall be submitted to the Policy and Procedures Review Board (PPRB) for their approval.
- iv. Optional patches are authorized to be worn by the Chief of Police, including, but not limited to:
 1. The small American Red Cross Law Enforcement First Aid Patch, which may be worn by qualified sworn personnel on the left sleeve, centered one inch (1") below the Department shoulder patch, on all uniform shirts and outer garments; and
 2. On sergeants' uniforms, the Red Cross patch shall be worn one-inch (1") below the left sleeve chevron.

2. Chevrons and Collar Devices

- a. Sergeant chevrons shall be three and one-half by four inches (3½" x 4") shall have a black background with three stripes of royal blue with gold detail and shall be worn on both sleeves of the uniform shirt (pointing up, centered half-inch [1/2"] below the patch on the left sleeve and in the same position on the right sleeve).
- b. Senior Sergeant chevrons shall be three and a half by four and seven sixteenths inches (3½" x 4 7/16") shall have a black background with three stripes and one rocker of royal blue with gold detail and shall be worn on both sleeves of the uniform shirt (pointing up, centered half inch [1/2"] below the patch on the left sleeve and in the same position on the right sleeve). Sergeants who have attained seven continuous years' time in grade may wear Senior Sergeant Chevrons.
- c. Field Training Officer (FTO) Corporal chevrons shall be three and one-half inch by three inches (3½" x 3") shall have a black background with two stripes of royal blue with silver detail, along with the abbreviation "F.T.O." in silver lettering below the chevrons. The chevrons shall be worn on both sleeves of the uniform shirt, pointing up, centered ½ inch below the Department patch (left sleeve) and the Field Services Bureau (FSB) patch (right sleeve). FTO Corporal chevrons shall only be worn by sworn personnel currently assigned as active or inactive status. If removed from the program, either voluntary or involuntary, the chevrons shall no longer be worn on the uniform.
- d. Collar devices that are worn on outwear without sleeve stripes shall be centered on both collars, with the centerline of the insignia bisecting the points of the collar, one inch (1") up from the collar point.



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3. Gloves

- a. Gloves are optional for the duty uniform, but if worn they shall be black leather, neoprene, Nomex, or Nomex/Kevlar weave.
- b. Gloves may have high-density foam or layered cowhide padding.
 - i. Sworn personnel are prohibited from wearing hard-knuckled gloves except:
 1. ERT personnel, including HMU when responding to an ERT callout, shall be authorized to wear hard-knuckled gloves when authorized by the Incident Commander (IC), consistent with SOP Emergency Response Team; and
 2. Motors Unit sworn personnel may wear hard-knuckled gloves while operating their motorcycle. Motors Unit sworn personnel shall remove their hard-knuckled gloves when interacting with community members if feasible.

4. Hats

- a. Hats are optional for the duty uniform, but if worn, they shall be consistent with the standards in this SOP.
- b. Baseball-Style Hat
 - i. Sworn personnel shall wear a baseball-style hat that is in serviceable condition, black, with a cloth front and/or a cloth or mesh-style back. Affixed to the front of the cap shall be the small one and seven-eighths inch by two and three-eighths inch (1 7/8" x 2 3/8") Department patch. The patch for sworn personnel shall have silver trim, while the patch for supervisors shall have the gold trim. Other writing, insignias, or pins may be approved by the chain of command.
 - ii. Personnel shall remain aware that there are instances, locations, and situations where wearing a baseball-style hat is unprofessional, and shall use appropriate discretion.
- c. Lancaster-style Hat
 - i. Officers shall wear a Lancaster-style hat with a detachable or fixed cover of navy blue wool material. The side bands of the hat shall have one-eighth inch (1/8") royal blue piping above and below the band and may be ventilated. The hats cover grommets shall not be removed and the hat bill shall be black patent leather. The hat shall have a silver-colored chinstrap with chrome plated "P" buttons.
 - ii. Sergeants and above shall wear a hat with gold-colored straps and buttons.
 - iii. Command staff, and commanders and above shall wear a hat with a bill adorned with gold leaf insignia as designated for each rank.
- d. Watch Cap: Sworn personnel shall wear a black watch cap, plain or with a Department patch, which may be worn with the long sleeve shirt in the winter.
- e. Headgear is optional, except while operating Department motorcycles, as directed by the Chief of Police or their designee.

5. Insignia



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- a. Supervisor rank insignia shall be gold embroidered on right chest side above the sworn personnel's name; three-eighths inch (3/8") block lettering and .5 cm from the bottom of the rank line to the top of the name line.
 - b. Command staff insignia shall be worn on the shirt and shall be centered one half-inch (1/2") from the outer edge of the collar tab. The insignia shall lie parallel to the collar edge, and are as follows:
 - i. Lieutenant: A single gold-plated bar three-quarters inch by one-quarter inch (3/4" x 1/4").
 - ii. Deputy Commander: Two silver plated bars one-quarter inch by three-eighths inch (1/4" x 3/8") each.
 - iii. Commander: Two gold plated bars one-quarter inch by three-eighths inch (1/4" x 3/8") each.
 - iv. Deputy Chief of Staff: One gold plated star one-quarter inch by three-eighths inch (1/4" x 3/8") each.
 - v. Chief of Staff: Two gold plated stars one-quarter inch by three-eighths inch (1/4" x 3/8") each.
 - vi. Deputy Chief: Three gold plated stars one-quarter inch by three-eighths inch (1/4" x 3/8") each.
 - vii. Chief: Four gold plated stars three-eighths inch (3/8") each.
 - c. Optional Insignia
 - i. The Chief of Police may authorize sworn personnel to wear optional insignia including, but not limited to:
 1. The American flag lapel pin and/or the Honor Guard pin, which may be worn above the right pocket of the uniform shirt, centered half-inch (1/2") above the name tag on the vertical shirt seam;
 2. Service bars, which may be worn on the long sleeve navy blue shirt to signify the number of years of sworn law enforcement service sworn personnel have completed;
 3. Silver embroidered service bars, which shall be two inches by one-quarter inch (2" x 1/4") on a blue background and may be worn by sworn personnel to signify each two (2) years of completed service; and
 4. Gold embroidered service bars, which shall be two inches by one-quarter inch (2" x 1/4") on a blue background and may be worn by supervisory sworn personnel to signify each two (2) years of completed service.
 - ii. Service bars shall be worn in a diagonal direction one and one-quarter inch (1 1/4") diagonally offset on the left sleeve of the blue long sleeve shirt, centered, beginning one inch (1") above the cuff and proceeding up the sleeve.
 - iii. Sworn personnel may not wear service bars, first aid patches, or firearms badges for which they are not entitled or qualified.
6. Jackets, Sweaters, and Vests
- a. All personnel may wear a black or dark navy blue sweater. The sweater:
 - i. Shall be made of wool or a wool blend. It shall be V-neck only, ribbed, with cloth shoulders and elbows, military style. The sweater shall have epaulets.



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- It shall have a Department patch on the left shoulder, may have a unit patch on the right shoulder, and a badge tab. The sweater shall be worn with the Department badge, not a cloth badge; or
- ii. May be lined or unlined. The sweater may be worn tucked in or folded under.
- b. Sworn personnel may wear Department-approved, dark navy blue or leather jackets. Jacket liners are optional; however, liners may not be worn on their own.
- c. Sworn personnel shall wear a uniform jacket or, as an option, a raid jacket/windbreaker and vest, or tactical vest, while enforcing traffic laws.

7. Medals and Ribbon Awards

a. Medals

- i. Wearing of the Medal of Valor, Medal of Meritorious Service, Medal of Outstanding Service and/or the Medal for Life Saving is authorized as follows:
 - 1. All medals may be worn for formal occasions only. They shall be worn on the right side of the uniform shirt with the top of the ribbon aligned with the bottom of the nameplate and centered below the nameplate. The medals may be worn with appropriate civilian attire, such as a suit, with the medal worn on the right side in an area that would be consistent with where the medal would be worn on the uniform shirt. Sworn personnel who are eligible to wear more than one Medal shall wear the highest ranking medal closest to the heart.
 - 2. On other occasions, the breast ribbon bars may be worn on the uniform shirt, centered above the right pocket with the bottom of the ribbon aligned with the top seam of the pocket. The breast ribbon bars shall not be worn on civilian clothing.
 - 3. If sworn personnel are awarded both the Medal of Valor and the Medal of Meritorious Service, the breast ribbon bars shall be placed side by side and centered along the top seams of the right pocket.
 - 4. Subsequent awards for either medal shall be indicated by a gold star centered on the breast ribbon bar.
 - 5. The Outstanding Service Award pin may be worn on the uniform shirt, centered above the right pocket with the bottom of the pin aligned with the seam of the pocket.

b. Ribbon Awards

- i. The process for obtaining most of the awards listed below shall require that sworn personnel submit a written request for recognition for themselves or others to the Chief of Police. Only after approval has been granted shall sworn personnel be allowed to wear the respective ribbon. Copies of all supporting documents shall be retained in the sworn personnel's permanent personnel file maintained by the Department's Training Academy.
- ii. Uniformed sworn personnel shall be permitted to wear up to six enamel service award ribbons earned. The ribbons shall be arranged in order of precedence in rows from top down, inboard to outboard. The ribbon(s) shall



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be worn with the lower edge of the bottom row centered one-quarter inch ($\frac{1}{4}$ ") above the right breast pocket and parallel to the floor utilizing a solid slide bar. Awards shall be awarded consistent with the criteria indicated in SOP Awards and Recognition, and shall be ranked in the following order:

1. Medal of Valor;
2. Medal of Meritorious Service;
3. Medal of Outstanding Service;
4. Medal for Life Saving;
5. Purple Heart Medal;
6. Courage Under Fire;
7. Active Military Service;
8. Master Patrol Officer;
9. Officer/Detective of the Year;
10. Community Recognition;
11. Field Training Officer;
12. Top Cadet/Top of Promotional List;
13. Marksmanship;
14. Department Seniority; and
15. FSB Seniority.

8. Name Tags and Tie Bars/Tacks

- a. Sworn personnel shall wear a two and one-quarter inch by three-eighths inch ($2\frac{1}{4}$ " x $\frac{3}{8}$ ") metal name tag on the duty uniform shirt. It shall be placed on the right pocket flap, just below the stitching, and positioned horizontally. First and middle initial and last name or first and last name shall be inscribed in $\frac{1}{8}$ block letters, filled with black enamel.
- b. Nameplates for sworn personnel and PSAs shall be chrome-plated metal; and nameplates for sergeants and above shall be gold colored.
 - i. An optional slip-on pin acknowledging years of current service to the Department may be attached to the name tag. The service pin shall have inscribed in black enamel, the individual's current rank, and the wording "SERVING SINCE." The current year of the date of hire shall be inscribed in the blank space.
 - ii. A plain, silver tie bar may be worn with the tie. Supervisors may wear a plain gold tie bar.

9. Pants

- a. Sworn personnel shall:
 - i. Wear trousers that are navy blue of either, wool, wool blend, or polyester material, straight legs that shall match the uniform shirt; or
 - ii. Wear Department-approved tactical/BDU style pants.

10. Shirts

- a. Sworn personnel shall:



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- i. Wear a Department-approved shirt that is polyester, navy blue, tropical weave, with black buttons, and pleated pockets with flaps. All shirts shall have epaulets.
- ii. Wear a shirt with their first initial and last name embroidered on the right chest side; half-inch (1/2") white block lettering.
- iii. Wear a black or white crew neck T-shirt or a turtleneck shirt that is fine knit, not sweater knit. The turtleneck may be black and may be worn under the long sleeve uniform shirt. The neck shall only extend as high as the uniform shirt collar, and shall have no markings.

11. Shoes and Socks

- a. Sworn personnel and PSAs may wear a combination Department-approved brand, all-black leather or synthetic leather (excluding suede) and nylon mesh tactical boots. Boots are approved for duty use and may be worn with the Class A dress uniform, however, they shall be in good condition, and polished and shined.
- b. Athletic footwear is only authorized with the uniform shorts or bicycle uniform and shall be solid black in color.
- c. Socks shall be ankle high and black in color.

12. Shorts

- a. Uniformed sworn personnel shall be allowed to wear uniform shorts as part of their duty uniform.
- b. Department-approved brand cargo shorts shall be navy blue in color, poly-cotton blend (65% polyester and 35% cotton).
- c. Sworn personnel shall wear Department-approved athletic footwear, solid black in color with the uniform shorts.

D. Alternate Duty Uniform

1. FSB personnel who wear an alternate duty uniform shall wear a dark navy blue, Department-approved brand men's or women's snag free short-sleeve or long-sleeve performance polo; and tactical/BDU style pants.
 - a. Badge patches, patches, and embroidering for the alternate duty uniform shirt shall be consistent with the duty uniform standards in this SOP.
2. Civilian personnel may wear the alternate duty uniform upon approval from their deputy chief or their designee.

E. Cadet Uniform

Cadet uniforms shall be as specified by the Academy Division Commander.

F. Chaplain Unit Uniform



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1. Hat: Hats shall be consistent with the duty uniform standards in this SOP.
2. Jacket: Black jacket, which may be worn in the winter; or a windbreaker, which may be worn in the spring or fall.
3. Pants: Khaki tactical/BDU style pants.
4. Patch: The Chaplain Unit patch shall be worn on the right shoulder, consistent with the duty uniform standards in this SOP.
5. Shirt: Shirts shall be consistent with the duty uniform standards in this SOP.
6. Shoes: Black dress shoes; or boots, consistent with the duty uniform standards in this SOP.

G. Class A Dress Uniform/Command Staff Dress Uniform

1. Sworn personnel shall wear the Class A dress uniform at the direction of the Chief, Chief of Staff, or Deputy Chief of Police.
2. The Class A dress uniform and command staff dress uniform shall consist of:
 - a. Gloves: White, cotton, dress gloves.
 - b. Hat: A Lancaster-style hat, consistent with the duty uniform standards in this SOP.
 - c. Jacket: The jacket is for command staff only.
 - d. Pants: Navy blue, wool, wool blend, or polyester, dress uniform trousers.
 - e. Shirt: Long sleeve uniform shirt.
 - f. Tie: Ties are only worn with Class A dress uniforms and shall be regulation black uniform tie with a long sleeve shirt.

H. Crime Scene Specialist (CSS) Uniform

1. CSS personnel are prohibited from wearing the duty uniform worn by sworn personnel.
2. Body Armor: Department-issued body armor shall be worn underneath the uniform shirt. A CSS may wear an external body armor carrier. The carrier shall be provided by the Department when the CSS is issued new body armor. A CSS wishing to purchase their own external carrier may purchase the Department-approved carrier or a carrier of their choice. Any carrier which is not the same make and model as the Department carrier must seek approval by the Scientific Evidence Division (SED) Commander before deploying with the carrier. The carrier must match the approved uniform shirt it is worn over in appearance.



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3. Gloves: Gloves for CSS personnel shall be consistent with the duty uniform standards in this SOP.
 4. Hats
 - a. Baseball-Style Hat: Baseball-style caps are optional. They shall be grey, with a cloth front and/or a cloth or mesh style back. Affixed to the front of the cap shall be the small one and seven-eighths inch by two and three-eighths inch (1 7/8" x 2 3/8") CSI patch. They shall be in serviceable condition. Personnel shall remain aware that there are instances, locations, and situations where wearing a baseball-style hat is unprofessional, and shall use appropriate discretion.
 - b. Watch Cap: A grey watch cap, plain, with a CSI patch may be worn with the long sleeve shirt in the winter.
 5. Jacket: Jackets and coats shall be worn with the Department CSI patch. This patch shall be worn in place of a badge. Jackets shall have "Crime Scene Investigation" screen printed with reflective material on the back. CSS shall not wear leather jackets.
 6. Pants: Pants shall be black permanent press or tactical/BDU style, Department-approved brand pants.
 7. Patch: The only patch authorized to be worn shall be the Department Crime Scene Investigation (CSI) patch silver in color. This patch shall be worn in the same place as the sworn personnel badge.
 8. Shirt: Shirts shall be a black, Department-approved performance polo. The polo shirt shall have "Crime Scene Investigator" screen printed on the back. A white or black crew or V-neck t-shirt shall be worn underneath. CSS may wear a black turtleneck, consistent with the duty uniform standards in this SOP.
 9. Shoes: A CSS may wear a Department approved brand, combination all-black leather or synthetic leather (excluding suede) and nylon mesh tactical boots for duty use. Boots are approved for duty-use only and shall not be worn with the Class A dress uniform.
 10. Sweater: CSS personnel may wear sweaters consistent with the duty uniform standards in this SOP; however, the sweater must be grey in color to match the CSS uniform shirt.
- I. Police Service Aide (PSA) Uniform
1. Badge: PSAs shall wear the PSA patch in the same place as the sworn personnel badge. No subdued patches are authorized with this uniform.
 2. Pants: Department-approved tactical/BDU style pants that are dark navy blue.



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3. Shirt: Shirts shall be tropical weave, Bahama blue in color with blue buttons and pleated pockets with flaps. They shall also wear a white crew or V-neck T-shirt. The PSA alternate duty uniform shirt shall be light blue.

J. Prisoner Transport Unit (PTU) Uniform

1. PTU personnel shall be authorized to wear the duty uniform for all PTU duties, except for Class A events.
2. PTU personnel shall wear:
 - a. Gloves: Gloves will be black leather, or neoprene-lined or unlined;
 - b. Hats:
 - i. Baseball-Style Hat: A baseball-style hat is authorized for PTU Sergeants and sworn personnel and shall be consistent with the duty uniform standards in this SOP. The hat patch for PTU sworn personnel shall have the silver-colored trim, and the PTU supervisor's hat patch shall have the gold-colored trim.
 - ii. Watch Cap: A navy blue knit watch cap may be worn in the winter. When the watch cap is worn, a Department hat patch will be affixed to the front of the cap.
 - c. Headgear: Protective headgear and gas masks shall be issued to PTU Sergeants and sworn personnel for use when they are assisting the ERT with any mass arrest situations;
 - d. Leather Gear: Leather gear for PTU personnel shall be consistent with the equipment standards in this SOP;
 - e. Patches: The patch for PTU supervisors shall have a gold trim, and the patch for PTU sworn personnel shall have a silver-trim, consistent with the duty uniform standards in this SOP. Supervisors shall have gold-colored embroidery, and sworn personnel shall have silver-colored embroidery. Supervisors shall have gold-colored lettering, and sworn personnel shall have silver-colored lettering. The screen-printing identifiers shall be a flat colored and do not have to be reflective;
 - f. Shirt: The polo shirt shall be black, long sleeve or short sleeve shirts are acceptable and shall be made of a poly/cotton material. Preferably the polo shirt shall be styled similar to the polo shirts manufactured for law enforcement service that has a microphone clip under the button area and lapel area. The polo shirt shall have a replica cloth badge patch over the left chest area corresponding to the individuals rank. The polo shirt shall have sworn personnel's first initial and last name embroidered over the right chest area of the shirt, consistent with the duty uniform standards in this SOP. The polo shirt shall have the Department "APD Transport Unit" identifiers on the back of the shirt;
 - g. Rain Gear: Rain gear will be clear vinyl or yellow rubberized material for all personnel. Raincoat will be knee-length. A rain jacket will be hip length. Rain pants will be full length. Cap cover for cloth portion of the hat;



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- h. Shoes: Boots for PTU personnel shall be consistent with the duty uniforms standards in this SOP. PTU personnel may wear a low quarter shoe, round toe. Military-style boots without steel toe or any other ornamentation are authorized; however, sharp or pointed toed, western-styled boots or riding heels are not authorized. Athletic footwear is only authorized with the duty uniform and will not be worn with the Class A dress uniform;
- i. Tie Bar/Tack: A tie bar/tack of conservative taste may be worn with the tie. No name brands or advertisement will be allowed;
- j. Trousers: The trousers authorized for the duty uniform shall be the cotton trousers with cargo pockets. The trousers shall not be the tactical/BDU style pants with blousing cords attached. The slacks shall be tan in color and shall not be bloused. Trouser legs will be worn on the outside of the boot;
- k. Windbreaker Jacket: Jackets will include Department shoulder patch, unit patch, and badge patch. They may also include silver or gold letters on the back identifying the wearer as "APD Transport Unit." The jacket will be worn with body armor, and the Department issued duty belt; and
- l. Camelback-style hydration systems and backpacks that cover-up the Department "APD Transport Unit" identifiers on the rear of the shirts are not authorized.

K. Property Crimes Reporting Technician (PSA II) Uniform

- 1. Coats and Jackets: Coats and jackets shall be worn with the Department Property Crimes Reporting Technician patch, which shall be worn in place of a badge.
- 2. Pants: Pants shall be Department-approved brand, tactical/BDU style pants; or Department-approved brand black, permanent press pants.
- 3. Patch: The only patch authorized to be worn shall be the Department Property Crimes Reporting Technician patch, which is silver. The patch shall be worn in place of a badge.
- 4. Shirt: Shirts shall be a bright blue snag free, performance polo. The polo shirt shall have "Property Crimes Tech" screen printed on the back. A white or black crew or V-neck t-shirt shall be worn underneath. PSA II may wear a black mock turtleneck type shirt under the long-sleeve uniform shirt and shall be consistent with the duty uniform standards in this SOP.
- 5. Shoes: Shoes shall be black, smooth, highly shined leather without ornamentation.

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Uniform Requirements for Specialized Personnel

- A. All sworn personnel shall be required to wear the duty uniform as provided in this Standard Operating Procedure (SOP). Exceptions to the duty uniform requirements for sworn personnel who work in a specialized capacity are outlined in this SOP.
 - 1. Bicycle Uniform



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- a. Eyewear: Solid black frame, only the manufacturer logo may be a different color. Sunglasses or clear protective lenses may be worn during the day. Clear protective lenses must be worn at night.
- b. Gear: Bicycle sworn personnel may utilize nylon web gear, or the Department-issued leather gear. The nylon gear shall only be worn with the bicycle uniform.
- c. Gloves: Bicycle patrol specific, full or half finger, primarily black with accent colors.
- d. Helmet: Bicycle patrol approved with strap, solid black. Helmet shall comply with federal safety standards for bicycle helmets.
- e. Jacket: The Department-issued high visibility, reversible jacket with the high visibility side out is recommended. However, any Department-approved jacket is allowed with the exception of the leather jacket.
- f. Pants and Shorts: Plain black nylon or nylon/spandex blend, cargo pockets, bicycle patrol specific. Length must come to at least the top of the knee. No other material or type of pant/short is authorized.
- g. Shirts: Short sleeve or long sleeve, collared Department-approved brand performance polo. Plain black with cloth or embroidered badge and name in standard position. Patches shall be colored and on both shoulders. Subdued gray or subdued black patches are not authorized. No other material or style of shirt is authorized. Reflective sleeve striping is optional.
- h. Shoes: Black athletic shoes. Shoes must be primarily black.
- i. Socks: Socks shall be solid black and athletic.

2. Emergency Response Team (ERT) Uniform

- a. Badge: The standard ERT uniform shall have subdued patches as indicated above plus a subdued American flag patch over the right pocket. A subdued badge shall be sewn on the front of the shirt over the left breast area of the shirt. Supervisors shall have a subdued supervisor badge.
- b. Gloves: ERT personnel shall wear gloves that are consistent with the duty uniform standards in this SOP. Furthermore, ERT personnel shall be authorized to wear hard-knuckled gloves when authorized by the IC, consistent with SOP Emergency Response Team.
- c. Pants: Tactical/BDU style pants shall be black.
- d. Patch: The subdued Department patch and subdued ERT patch shall be sewn on the respective shoulders.
- e. Personal Protective Equipment (PPE): Additional hard PPE may be worn when there is a danger of violence and the IC has authorized the use of such PPE, consistent with SOP Emergency Response Team.
- f. Shirt: The shirt shall be a short or long sleeve black shirt; a cool wear, Department-approved brand, collared polo made of polyester; or a BDU-style button- or zip-up.
- g. The Chief of Police or their designee or ERT Commander/Lieutenant may designate the optional ERT uniform.

3. Horse Mounted Unit (HMU) Uniform



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- a. Consistent with SOP Horse Mounted Unit, HMU personnel shall purchase the following as part of their HMU uniform:
 - i. Gloves: Hard-knuckled gloves. The gloves shall be issued and/or approved by the HMU Sergeant. Because hands are essential for control of the horse and for the safety of the rider and civilians during ERT activations, hard-knuckled gloves are only to be worn in conjunction with full riot gear.
 - ii. Hat: In the winter, a four-inch (4") brim, black felt cowboy hat with the Department-approved hat badge or HMU hat badge shall be worn; in the summer, a four-inch (4") brim straw hat. A baseball hat may be worn, at the discretion of the HMU Sergeant. The HMU Sergeant must approve all hats prior to going on-duty;
 - iii. Pants: Black Wrangler jeans while on horseback;
 - iv. Shirt: Black long or short sleeve polo-style shirt or duty style shirt with colored patches on both sleeves. Polo shirts shall have a cloth badge and name tag. Duty-style shirts shall have colored patches on the shoulders, an HMU or standard badge, and a name tag; and
 - v. Shoes: Cowboy boots with a heel and spur platform. They must be solid black or the design must be covered by the pant leg. Boots with a smooth sole are preferred; and
 - vi. The Open Space Unit uniform when designated by their lieutenant or their designee.

4. Motorcycle Uniform

- a. Sworn personnel assigned to motorcycle duty shall wear:
 - i. Armored Motorcycle Jacket: Only uniformed Motors Unit sworn personnel may wear the Department-approved brand men's black/pewter jacket. It shall be black with a stripe, reflective piping, and a removable liner;
 - ii. Gloves: Motors Unit sworn personnel may wear hard-knuckled gloves while operating their motorcycle. Motors Unit sworn personnel shall remove their hard-knuckled gloves when interacting with community members when feasible.
 - iii. Helmet: A white and black motorcycle helmet when operating a Department motorcycle;
 - iv. Pants: Navy blue elastic riding breeches with a one-inch (1") white stripe down the sides;
 - v. Shirt: Motors Unit sworn personnel who are assigned to motorcycle duty shall wear the long sleeve or short sleeve uniform shirt. Motors Unit sworn personnel may wear the alternate duty shirt with the motorcycle uniform pants; and
 - vi. Shoes: English field or riding boots with round toe and block heel.
 - vii. Trouser legs shall be worn inside of the boot.

5. Open Space Unit Uniform



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- a. Open Space Unit personnel shall wear short or long sleeve black polo shirts with colored patches, cloth badge, and name tag. The Open Space Unit shall wear tan tactical/BDU style pants and brown boots.

6. Plainclothes Officer Uniform and Undercover Officer Uniform

- a. A plainclothes officer or undercover officer shall wear the duty uniform or appropriate civilian attire designated by their chain of command.
 - i. A plainclothes officer or undercover officer may wear an alternate duty uniform, which includes a black, Department-approved short-sleeve or long-sleeve performance polo and tactical/BDU style pants.
- b. A plainclothes officer or undercover officer shall wear a raid jacket/windbreaker or vest when it becomes necessary to be readily identified as sworn personnel. Raid jackets shall consist of a blue or black windbreaker. The vest shall be black in color. Raid jackets/windbreakers and vests shall include Department shoulder patch (gold for Sergeant and above) and badge patch. They shall also include white letters (gold for Sergeant and above) on the back identifying the wearer as "Police," and may also include "Impact Team," "Traffic," "Narcotics," etc.
 - i. Raid jackets/windbreakers, and vests shall not be worn by personnel wearing the duty uniform.
- c. A plainclothes officer or undercover officer shall use a Department-issued on-body recording device (OBRD) mounting apparatus.

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7. Police Honor Guard Team Uniform

- a. The Police Honor Guard Team uniform shall be as specified by the Chief of Police.

8. Special Operations Division (SOD) Uniform

- a. SOD personnel shall wear:
 - i. Green tactical/BDU style pants and matching top with shoulder patches, cloth badges, and cloth name tags; and
 - ii. Green Nomex flight suit and green tactical shirt.
- b. When working calls for service:
 - i. K-9 sworn personnel shall wear black, long or short sleeve polo shirts with colored patches, and cloth badges and name tags. K-9 sworn personnel shall wear a black tactical/BDU top and tactical/BDU style pants, and black boots;
 - ii. SWAT and Explosive Ordnance Disposal (EOD) Unit (Bomb Squad) sworn personnel may wear blue long or short sleeve polo shirts or tactical shirts with colored patches, cloth badges, and cloth name tags; and
 - iii. Tactical Section sworn personnel may wear the following uniform for training and call-outs.

7 2-1-6

Equipment Standards



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

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A. Body Armor

1. Wearing of Body Armor

- a. Body armor shall be worn by all uniformed, sworn personnel who are exposed to direct public contact.
 - i. Non-uniformed sworn personnel shall wear body armor when serving arrest and search warrants, or any other time as determined by the unit supervisor.
 - ii. A PSA II shall wear Department-issued body armor underneath their shirt.
- b. If sworn personnel are in civilian clothes or modified uniform and occupying a take-home police vehicle, the personal body armor shall be readily available.

2. External Body Armor Carrier

- a. Sworn personnel may request an accommodation under the Americans with Disabilities Act, consistent with Section 308 of the City of Albuquerque Personnel Rules and Regulations.
- b. If it is determined to be a reasonable accommodation for a disability, sworn personnel may purchase and wear a Department-approved external body armor carrier.
- c. The Operations Review Lieutenant shall have authority to approve all external body armor carriers.
 - i. The Operations Review Lieutenant shall only approve external body armor carrier that match the appearance of approved uniform shirt the carrier is worn over.
- d. External body armor carriers shall not alter the Department-approved location of a firearm or ECW, consistent with SOP Intermediate Weapon Systems.
- e. Sworn personnel who may use an external body armor carrier as part of a reasonable accommodation shall attend mandatory training with the equipment at the Firearms Range.

3. Classification and Issuance of Body Armor

- a. The wraparound body armor of threat level II or III A as classified in National Institute of Justice shall be issued to all sworn personnel.
- b. Body armor is a mandatory uniform item and shall be worn all year round by sworn personnel and supervisors assigned to uniform duties.
- c. The following are exemptions and limitations to this mandatory rule:
 - i. Sworn personnel who wish to be exempt shall submit a letter for exemption consideration through the employee's/requester's chain of command. Physician statements and other documentation must accompany the letter of request; and
 - ii. Department personnel who are unable to wear body armor, and would normally do so as a requirement of their duties, shall not serve in a capacity where potentially violent encounters may occur.



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4. Care of Body Armor

- a. Sworn personnel shall be trained in the care and cleaning of their body armor and shall be held responsible for proper maintenance.
- b. Any damage to the body armor or other unsafe condition shall be reported to the sworn personnel's immediate supervisor for appropriate action.
- c. Sworn personnel shall report to the Department's Property Unit any condition where the body armor no longer fits properly as the result of a gain or loss of body weight.

5. Inspection of Body Armor

- a. Body armor shall be visually inspected by the sworn personnel's immediate supervisor every month. If sworn personnel are the opposite gender of the supervisor, the supervisor shall designate sworn personnel of the same gender to perform the inspection. FSB inspections shall follow the bid. The inspections shall be documented on the Monthly Line Inspection Form, consistent with SOP Line Inspection Process, which can be found in PeopleSoft.

6. Personally-Owned Body Armor

- a. Upon authorization, sworn personnel may wear an alternative personally-owned body armor. This armor must meet the following specifications:
- b. It shall be classified as a threat level Type II, consistent with the National Institute of Justice (NIJ) Standard—0101.06.
- c. It may be any brand but must conform to the manufacturer's specifications for full wraparound coverage.
- d. The body armor must be capable of preventing penetration of the armor by ammunition carried by sworn personnel, consistent with NIJ Standard—0101.06.

7. Authorization for Personally-Owned Body Armor

- a. Sworn personnel who request to use personally-owned armor shall meet the following standards and be approved by the Chief of Police or their designee and tracked by the chain of command.
 - i. The body armor shall be a threat level Type II or Type IIIA, consistent with NIJ Standard—0101.06.
 - ii. The body armor shall be available for inspection and shall not be authorized if it shows signs of extreme wear, is cut or torn, or shows any other obvious sign of deterioration.
 - iii. The body armor must properly fit sworn personnel, in accordance with factory specifications.
 - iv. The body armor must be capable of preventing penetration of the armor by ammunition carried by sworn personnel, consistent with the NIJ Standard—0101.06.



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B. Leather Gear

1. Leather gear for sworn personnel shall be black basket weave design and shall consist of the following:
 - a. Ammunition Carriers: Carriers for semi-automatic pistol magazines shall be capable of holding two magazines.
 - i. Detectives may have an ammunition carrier that holds one magazine.
 - b. Belt Keepers: Belt keepers shall be one-inch (1") wide with concealed snaps or Velcro fasteners. A single, four-inch (4") wide keeper may be worn at the back of the belt.
 - c. Buckle (optional): The buckle shall be shined chrome or nickel-plated for sworn personnel and shined brass or gold-plated for Sergeants and above.
 - d. Chemical Agent Holder: As appropriate for issued chemical agent container.
 - e. Collapsible Baton Holder (optional): May be basket weave, leather, or plastic.
 - f. Equipment Belt: Two inches (2") wide, basket weave leather, or synthetic.
 - g. Flashlight Holder: Required for uniform wear.
 - h. Handcuff Case: The case may be an open or closed (cover) type. The cover of the case may be secured with either a concealed snap or Velcro fastener. Extra handcuffs may be worn on the belt, or held with a belt keeper.
 - i. Detectives shall wear a handcuff case that holds at least one (1) pair of handcuffs.
 - i. Holster: All sworn personnel, while in any on-duty status, shall carry their qualified duty weapon in a holster with a manual retention device.
 - i. Personnel working in an operational undercover capacity may be exempted by their Commander if sworn personnel safety is in question.
 - j. Key Holder: A key holder is optional. It shall be a pear-shaped piece of leather, five inches long and three inches (5" x 3") wide at the widest point, tapering to one-inch (1") wide at the top. A three-quarter inch (3/4") wide strap shall be used for attachment to the belt.
2. Nylon gear shall not be worn by personnel wearing duty uniforms. Nylon gear is only authorized for use while wearing tactical/BDU style pants or the bicycle uniform.

N/A

C. Leather Gear for Administrative Assignments

1. Uniformed personnel who are normally assigned to administrative duties may make the following modifications for the wearing of leather gear by:
 - a. Eliminating the equipment belt, and substituting a black belt with brass snaps or Velcro closure; and
 - b. Wearing a high-ride or off-duty type holster and ammunition carriers. Basket weave and plain leather may not be mixed.

D. Wearing of Safety Equipment While Directing Traffic



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1. Sworn personnel and PSAs who are directing traffic on any City street shall wear a day-glow reflective safety vest.
2. Sworn personnel may wear the Department-provided, high visibility jacket with the high visibility, reflective side out, in lieu of the traffic vest.

2-1-7 Command Staff and Supervisor Responsibilities

- A. The Chief of Police may authorize retired sworn personnel in good standing to wear a designated Department uniform of the Chief of Police's choosing at specified official functions.
- B. Deputy Chiefs of Police shall determine the appropriate dress for personnel under their command. Deputy Chiefs shall not authorize uniforms to be worn that have not been previously approved in this SOP.

6 C. Supervisors are responsible for the appearance of personnel under their command. Supervisors shall:

1. Ensure uniforms and equipment are neat, clean and worn properly;
2. Ensure uniforms, insignia, accessories, and equipment conform to published standards;
3. Ensure supervisors assigned to the FSB shall conduct a uniform and equipment inspection every month, which includes completion of the Monthly Line Inspection Form, consistent with SOP Line Inspection Process; and

N/A 4. Ensure supervisors, regardless of assignment, shall take corrective action on any uniform regulation violation that comes to their attention (Refer to SOP Complaints Involving Department Policy or Personnel for sanction classifications and additional duties).