

**BOARD OF PUBLIC WORKS AND SAFETY**

**RESOLUTION NO. 13-08**

**A RESOLUTION OF THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF GREENWOOD APPROVING AND ADOPTING GREENWOOD POLICE DEPARTMENT GENERAL ORDERS RELATING TO OFFICER UNIFORM AND APPEARANCE REQUIREMENTS AND ASSIGNED VEHICLES**

WHEREAS, it is important to set written standards of conduct for Police Department officers and employees given their critical role in protecting and serving the community;

WHEREAS, written rules, regulations, and standards of conduct provide clear guidance to Police Department officers and employees regarding expectations and behavior and allows them to better understand prohibitions and limitations pertaining to their conduct and activities while on and off duty;

WHEREAS, the Police Department has drafted and recommends for adoption General Order 87-G-46 "Officer Uniform and Appearance Requirements" attached hereto as Exhibit A;

WHEREAS, the Police Department has drafted and recommends for adoption General Order 87-G-52 "Assigned Vehicles" attached hereto as Exhibit B; and

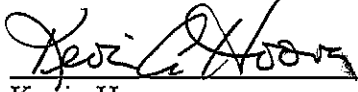
WHEREAS, the Board of Public Works and Safety has reviewed the attached General Orders and believes it is in the best interests of the City to enact them.

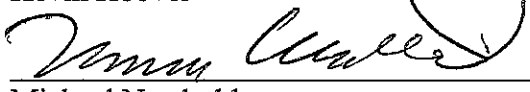
NOW THEREFORE, IT BE RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF GREENWOOD, INDIANA THAT:


1. General Order 87-G-46 for Police Department Employees attached hereto as Exhibit A is hereby approved and adopted.
2. General Order 87-G-52 attached hereto as Exhibit A is hereby approved and adopted.
3. Within seven (7) days of the passage of this Resolution, the Police Department shall distribute of the relevant General Orders to all affected employees and shall obtain a signed acknowledgement of receipt from all said individuals.

PASSED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF GREENWOOD, INDIANA this 4th day of February, 2013, by a vote of 3 ayes, 0 nays.

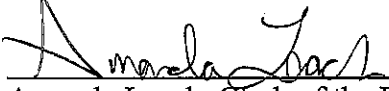
**BOARD OF PUBLIC WORKS AND SAFETY**

  
Kevin Hoover

  
Michael Newbold

  
Shan Rutherford

ATTEST:

  
Amanda Leach, Clerk of the Board of  
Public Works and Safety



# Greenwood Police Department

**GENERAL ORDER  
87 - G - 46**

## **OFFICER UNIFORM AND APPEARANCE REQUIREMENTS**

### **POLICY**

Officers represent both the Greenwood Police Department (GPD) and the City of Greenwood. Therefore, every officer must project a professional appearance at all times while wearing the department authorized uniform, whether in an on-duty or off-duty status. All necessary equipment items must be worn with the department uniform as required in this directive. Supervisors will conduct periodic inspections to ensure compliance. Employees working in investigative or administrative positions not requiring the department uniform must maintain a neat and professional appearance to include proper grooming standards as outlined in this directive. Exceptions to any of the specifications outlined in this policy must be authorized, in writing, by the Chief of Police.

### **PROCEDURE**

#### **I. Appearance and Attire**

- A. Officers working on-duty assignments, or representing the department while off-duty, will be well-groomed at all times and wear the appropriate attire.
  - 1. Male officers will wear the full department-authorized uniform when required. Otherwise, male officers working administrative or investigative assignments are required to wear a business suit or sports coat, full-length trousers, no blue jeans or cargo pants, dress shirt, and tie. Footwear is limited to dark color leather dress shoes (no tennis shoes).
    - (a. Turtlenecks or mock turtlenecks, or polo, golf, or other type of sports shirts shall not be worn with suits and sports coats.
    - (b. Suit coats and ties shall be worn while attending hearings, court, staff meetings, city-county council sessions, and all similar events.
  - 2. Female officers will wear the full department-authorized uniform when required. Otherwise, female officers working administrative or investigative assignments are required to wear a skirt or full-length dress slacks and blouse, dress, skirt suit or pantsuit. Footwear is limited to closed-toe dress shoes (no tennis shoes).
- B. No sworn member of the department will report for duty, court, or any review board wearing any article of clothing made of denim material, regardless of color.
- C. Exceptions for officers working in specialized investigative units requiring undercover work will be authorized, in writing, by the Chief of Police.
- D. Female officer's hair must be neatly groomed, with its length and/or bulk not excessive or appearing in a ragged, unkempt, or extreme manner. The hair shall be neatly shaped and arranged in an attractive style. Elaborate hair styles that do not allow for wearing of head gear such as helmets, gas masks, caps, etc. are prohibited. Hair may touch the collar but may not fall below the collar's lower edge. Hair coloring or lightening must complement the skin coloring and be natural in appearance. While in uniform or on duty, conspicuous barrettes, pins, and combs shall not be worn in the hair. Fingernail polish worn must be of a color that complements the uniform and shall not be excessive or gaudy in appearance.

- E. Mustaches must be neatly trimmed and not extend over the upper lip or beyond the corners of the mouth. Beards, chin whiskers, or hair below the bottom lip are not permitted unless authorized by the Chief of Police.
- F. If makeup, mascara, eye shadow, etc., is worn, it should enhance the natural coloring of the skin, appear light and natural, and not be worn in a heavy or conspicuous manner.
- G. Perfume, cologne or other body scents must not be so strong as to unduly attract attention.
- H. External items of jewelry worn while on duty are limited to the following items:
  - 1. One modest-size ring per hand. Officers in plainclothes or working in an administrative position may wear a single modest bracelet and/or a single modest necklace.
  - 2. Female officers may wear one, one-quarter (1/4) inch, post-type, pierced earring in the lobe of each ear. Male officers are prohibited from wearing earrings of any type.
  - 3. Any exception to this order for medical reasons must be approved, in writing, by the Chief of Police upon recommendation from a department-recognized physician.
- I. Wearing any type of body piercing that is visible to the general public is strictly prohibited. This includes, but is not limited to, piercing of the tongue, eyebrow, lips, nose, or upper ear. This order also prohibits wearing of other, non-conventional jewelry, such as fishhooks, staples or any other similar item in a visible piercing.
- J. While on duty, tattoos/brands may only be displayed on an officer's arms or legs.
  - 1. The display of any unprofessional or offensive tattoo or brand, regardless of its location, is prohibited. Officers with existing body markings that are inappropriate (as determined by the administration) and visible while in uniform or plain clothes must wear long sleeved shirts and/or pants while the officer is on duty, including off-duty employment requiring police powers. Examples may include, but are not limited to:
    - (a. Depictions of nudity or sexually explicit images, words, phrases, etc.;
    - (b. Depictions of violence, vulgar images, profane language, etc.;
    - (c. Symbols likely to incite a strong negative reaction in any group, i.e., swastikas, pentagrams, etc.; and
    - (d. Initials, numbers, or acronyms that represent criminal or historically oppressive organizations.
  - 2. No other visible tattoos/brands are authorized or permitted. Inappropriate or excessive body marking issues will be handled on a case-by-case basis.
- K. Bluetooth devices may not be worn by officers in plainclothes or uniform assignments, except while operating a motor vehicle.

## II. Uniform Requirements

- A. Officers must wear the appropriate uniform for the season in its entirety, whether on-duty or off-duty.
  - 1. **Summer** – The Summer Uniform is worn June 1<sup>st</sup> through August 31<sup>st</sup>.
  - 2. **Winter** – The Winter Uniform is worn December 1<sup>st</sup> through the end of February.
  - 3. **Optional** – Either the Summer Uniform or Winter Uniform may be worn at the officer's discretion during the months of March, April, May, September, October and November.
- B. Items of civilian attire may not be worn in combination with the uniform, and no individual uniform items may be worn separately. Unless specifically noted below, items from different uniform classes may not be worn together.
- C. Officers are required to present a neat, clean and well-groomed appearance at all times while in uniform. Uniform garments must be clean and pressed, and may not be faded, frayed, torn, ragged, or dirty. The gun belt, leather items, footwear, uniform buttons and collar brass must be in good repair, highly polished, and not be torn, scratched, dirty, or cracked.

- D. No member while in uniform, whether on-duty or off duty, may wear any additional external items of apparel that would detract from the professional appearance of the uniform. This includes, but is not limited to, non-uniform sweaters, jackets, vests, buttons, blue-tooth accessories, or lapel pins. Sunglasses with mirror-style lens, fluorescent frames, or string attachments are prohibited.
- E. All uniform buttons, snaps, and buckles are silver for Patrol Officers and gold for Sergeants and above. Detectives under the rank of Sergeant will wear a silver badge and silver buttons when wearing the Class A Uniform.
- F. Tennis shoes are specifically forbidden for **all** classes of uniforms. Any exception to this order for medical reasons must be approved, in writing, by the Chief of Police upon recommendation from a department-recognized physician.
- G. Administrative personnel working in uniform may remove the gun belt upon arrival at the work site, but will replace it when leaving their facility, attending court, or during any other administrative function when wearing is proper.
- H. Although uniform fabric and other specifications may change from time to time, the Chief of Police will retain final authority as to what is acceptable with regard to authorized uniform requirements.
- I. Officers are encouraged to purchase uniform and equipment items from a department-approved vendor. If items are purchased from a non-approved vendor, officers are responsible for purchasing items that meet all fabric specifications and other requirements as established in this policy.
- J. Out of respect for officers killed in the line of duty anywhere in the State of Indiana, black memorial bands will be worn across the GPD badge and black memorial flags will be displayed on police vehicle antennas from the date of the death until three days after interment.
- K. The Greenwood Police Department is not responsible for reimbursing officers for damaged uniforms. Officers will use the provided clothing allowance to maintain their uniform issue.
- L. Officers in uniform shall not consume alcoholic beverages or engage in any activity that would be demeaning to the uniform.
- M. Officers in uniform, whether on-duty or off-duty, will not use tobacco products while in the public's view.

### III. Authorized Uniforms

- A. Authorized uniforms for the Greenwood Police Department are designated as Administrative Dress Uniform, Honor Guard Uniform, Class A Uniform, or Class B Uniform.
  - 1. **Administrative Dress Uniform** – Dress Uniform worn by Upper Administration.
  - 2. **Honor Guard Uniform** – Dress Uniform worn for ceremony by members of the Honor Guard.
    - (a. Honor Guard Members are required to maintain an Honor Guard Uniform for formal occasions such as funeral details and ceremonies.
  - 3. **Class A Uniform** – The Class A Uniform is the standard department uniform.
    - (a. Officers are required to maintain at least one complete seasonal Class A Uniform at all times. This uniform must be readily available to the officer at any time, regardless of the officer's assignment. All of the following uniform items are considered to be part of the minimum requirements:
      - (1) One complete Summer Uniform consisting of:
        - (i) Short sleeve uniform shirt with appropriate buttons, collar brass (except Patrol Officers),
        - (ii) Academy pin, Years of Service pin or Firearms pin if not eligible for Years of Service pin, American Flag pin, nameplate with black engraving and badge;
        - (iii) Uniform trousers and belt; and
        - (iv) Authorized footwear.
      - (2) One complete Winter Uniform consisting of:

- (i) Long sleeve uniform shirt with appropriate buttons, collar brass (except Patrol Officers),
- (ii) Academy pin, Years of Service pin or Firearms pin if not eligible for Years of Service pin, American Flag pin, nameplate with black engraving and badge;
- (iii) Uniform tie;
- (iv) Uniform trousers and belt; and
- (v) Authorized footwear.
- (3) Winter Jacket.
- (4) Gun belt and authorized accessories.
- (5) Uniform hat with appropriate, decorative band and hat shield.
- (b. Officers attending department hearings, award ceremonies, police officer or GPD employee funerals or other non-field patrol-related events shall wear the Class A Uniform.
- 4. **Class B Uniform**
  - (a. The Class B Uniform is optional for Patrol Officers assigned to patrol duty within the Operations Division and shall not be worn by Sergeants and above unless authorized by the Chief of Police.
- B. On-duty officers attending criminal court shall wear the Class A Uniform.
- C. Uniform specifications for officers riding a department motorcycle or bicycle are outlined in the standard operating procedures for the Motorcycle and Bicycle Patrol Units.

#### **IV. Uniform Specifications**

##### **A. Administrative Dress Uniform**

This uniform shall be worn when directed by the Mayor or the Chief of Police. This uniform will only be worn by those officers who are currently in the position of Chief, Assistant Chief or Deputy Chief.

- 1. **Blouse** - The blouse is navy blue with a center vent.
  - (a. Badge, nameplate, gold buttons and Academy Pin will be worn on blouse. Agency shoulder patches are centered on both shoulders, ¼" down from shoulder seams. Years of service bands in gold will be worn on left arm at cuff. Bands are gold, ¼" in size with ¼" spacing between each. Each band denotes five years of service. A 1" insignia will be worn on the epaulets of each shoulder specific to the rank of the wearer.
  - (b. The wearer shall have duty weapon or authorized off duty weapon concealed under the blouse. No external leather gear will be worn.
- 2. **Trousers** - Uniform trousers described in the Class A Uniform section are worn with the Administrative Dress Uniform.
- 3. **Shirt** - A white uniform shirt with navy necktie are worn. Badge, nameplate shoulder patches and rank insignia are displayed as described for the Class A Uniform.
- 4. **Headgear** - The authorized uniform hat for the Administrative Dress Uniform is the campaign cap with the appropriate decorative band and hat shield.
- 5. **Footwear** - Footwear for the Administrative Dress Uniform is a black smooth toed shoe, with four or five eyelets constructed from smooth leather or high gloss Clorafam material, with black laces. Black crew length (or longer) socks will be worn.

##### **B. Honor Guard Uniform**

- 1. **Blouse** - The blouse is navy blue with a center vent.
  - (a. A badge, nameplate with black engraving, Academy pin, and buttons, are worn on the blouse. Shoulder patches are centered on both shoulders, 1/4" down from the shoulder seams.
  - (b. Metal rank insignia are displayed on the epaulets of the Honor Guard blouse.

2. Trousers - Uniform trousers described in the Class A Uniform section below are worn with the Honor Guard Uniform.
3. Shirt - A white uniform shirt and a navy necktie are worn. A badge, Academy pin, Years of Service pin or Firearms pin if not eligible for Years of Service pin, American Flag pin, nameplate with black engraving, shoulder patches, buttons, and rank insignia are displayed as described for the Class A Uniform.
4. Gun Belt - The standard gun belt is not worn with the Honor Guard Uniform.
  - (a. Only Honor Guard members wear a Sam Brown-style gun belt, with appropriate accessories.
5. Headgear - The authorized uniform hat for the Honor Guard Uniform is the campaign cap with the appropriate decorative band, and hat shield.
6. Footwear - Footwear for the Class A Uniform is a black, standard military-style, low quarter shoe, with four or five eyelets, constructed from smooth leather or high gloss Clorafram material. Footwear is worn with black laces and black crew length (or longer) socks.

**C. Class A Uniform**

1. Trousers - The trousers are navy blue, straight-leg style with a metal memory lock zipper and French Fly tab closure on the inside of the fly. The trousers are plain front and incorporate two quarter-top front pockets and two hip pockets; pockets are lined in black. The women's trouser is manufactured from a women's uniform trouser pattern with one dart on each rear panel above the hip pockets; the men's trouser is manufactured from a men's uniform trouser pattern. A one-inch flat black stripe is sewn on the outside seam of each leg for both genders. Trouser creases are pressed, not sewn.
  - (a. Trousers are worn with a black leather belt.
  - (b. Motorcycle officers wear standard police trousers or breeches that are altered to fit into the motorcycle boot.
2. Shirt - The Class A Uniform shirt is a dark navy blue dress shirt with a top center placket front with a concealed metal zipper. The shirt is a full cut tapered fit with a dress shirttail that is worn tucked in. It has two pleated breast pockets with topstitched scalloped flaps (with hook and loop or snap closures) and topstitched epaulets on each shoulder. It also has badge reinforcement and nameplate eyelets. The yoke is topstitched 1/16" off the edge.
  - (a. The Summer Uniform shirt is short sleeved and worn with an open collar. A white crew neck T-shirt shall be worn underneath the uniform shirt. Officers assigned to night shift may wear a black crew neck T-shirt. The T-shirt shall not extend past the sleeve of the uniform shirt.
  - (b. The Winter Uniform shirt is long sleeved and is worn with a necktie or black turtleneck underneath the uniform shirt.
  - (c. Department badge, ILEA Academy pin (Silver for Patrolman and gold for Sergeants and above) Years of Service pin or Firearms pin if not eligible for Years of Service pin, American Flag pin and nameplate with black engraving are displayed on the uniform shirt and are the minimum required at all times. Nameplates shall be worn on the left pocket and Academy pin, Years of Service pin or Firearms pin if not eligible for Years of Service pin and American Flag pin shall be worn on the right pocket. All pins shall be worn in the center of the pocket with the top of the pin even with the top of the pocket. If an officer should choose to wear multiple award pins, that officer shall use the authorized Commendation Award Bar (CAB) slide holders provided by Blackinton to display the award pins. The CAB holder shall be centered on the pocket with the top edge of the bottom row even with the top edge of the right pocket. All cloth ribbons representing Medals shall be worn on the left side of the uniform as described above. Except for the Medal of Valor, if an officer has been awarded two or more of the same Medal, the cloth

ribbon will be worn with a gold star centered on the ribbon for each additional award. In the case of more than one Medal of Valor, the officer may wear the cloth ribbon centered above the CAB award pins on the right pocket. For ceremonies as directed by the Chief of Police, Medals will be worn centered on the left pocket with the top edge of the Medals even with the top edge of the pocket. The nameplate would then be moved above the Medals, centered between the top edge of the Medals and the bottom edge of the badge. No other award pins are authorized for wear on the left pocket. This area of the uniform is reserved as a place of honor for Medals earned and their corresponding cloth ribbons. All Award Pins and Medals for the Class A Uniform, will be purchased at Steven R. Jenkins Company.

- (d. Uniform shoulder patches must be of the same color and design and obtained from an authorized vendor. No special colored or individually designed patches are authorized for wear, regardless of assignment to a specialty unit. The GPD yellow shoulder patch is sewn onto each shoulder of the uniform shirt ½” down from the shoulder seam.
  - (e. Metal rank insignia for all ranks, as well as Sergeant sleeve chevrons, will be displayed on the uniform shirt as described below.
  - (f. Metal buttons are worn on the front closure and pockets of the Summer and Winter Uniform shirts, as well as the cuffs of the Winter Uniform shirt. Gold buttons and brass shall be worn by Sergeants and above.
  - (g. Uniform necktie must be a clip-on or hook and loop fastening type for officer safety purposes. This applies to Patrol Officers, Sergeants, Lieutenants and Captains. A regular fastening necktie for administrative personnel is optional. Neckties are navy blue. A silver (Patrol Officer) or gold (Supervisor) metal tie bar shall be worn. The tie bar shall be worn on the tie even with the metal pocket buttons. No other tie tacks or bars are authorized.
  - (h. Uniform turtle or mock turtleneck is black and may not have a brand name or logo on the collar or embroidered on the neck. It is approved for wear under the Class A Uniform shirt during the Winter Uniform months. Officers have the option of wearing either the approved turtleneck or a necktie. Commanders and above are not authorized to wear a turtleneck.
    - (1) When the turtleneck is worn; metal buttons must be worn on the front of the shirt normally covered by the necktie.
    - (2) Turtlenecks are not approved for wear at formal events, such as award ceremonies, funerals and review board hearings.
    - (3) Turtlenecks are not authorized for wear by officers holding appointed ranks.
3. Gun Belt – The gun belt for the Class A Uniform is Clarino or smooth highly polished black leather, with four rows of reinforced stitching, and is worn with the following authorized accessories:
- (a. Firearm holster (Required);
  - (b. Ammunition holder (Required);
  - (c. Handcuff case (Required);
  - (d. Baton/side handle baton holder (Optional);
  - (e. Radio holder (Required);
  - (f. CS Repellent case and canister (Optional);
  - (g. Taser holster (any Taser issued to an officer must be carried); and
  - (h. Minimum of two belt keepers (Required).
4. Headgear

- (a. **Uniform hat** is required and must be available to the officer any time the Class A Uniform is worn. Wearing the hat is optional, unless the officer is directed to do so by a Supervisor for visibility, directing traffic, working a special event, or for other purposes.

(1) The **preferred** headgear of the Greenwood Police Department is the campaign style cap. Officers in Class A Uniform may wear either the dark navy blue campaign style uniform cap or a dark navy blue or black Watch Cap with the appropriate GPD hat shield. The straw style campaign hat will be worn during the Summer months and the felt style campaign hat will be worn in the Winter months. A gold band with acorns will be worn by Sergeants and above and a silver band will be worn by Patrol Officers and Detectives. The campaign hat will have a gold miniature Greenwood Police badge for Sergeants and above and a silver miniature Greenwood Police badge for Patrol Officers and Detectives.

(2) **Watch cap** is a plain dark navy blue or black knit cap. Officers are authorized to wear this Watch Cap with the sewn on or embroidered with the approved department-authorized, cloth miniature yellow trimmed shoulder style patch, centered on the front of the watch cap.

(3) **Helmet** must be department-approved and must be worn by all officers operating a department motorcycle or riding a department bicycle, whether on-duty or off-duty.

5. **Footwear**

(a. Officers may wear either:

(1) Black, standard military-style, low-quarter shoes, with four or five eyelets, constructed from smooth leather or high gloss poromeric material; or

(2) Black leather or black leather and Cordura nylon law enforcement-style boots.

(b. Motorcycle Officers wear over-the-calf, black leather, laced instep motorcycle patrol boots.

(c. Shoes and boots have black laces and are polished at all times. They are worn with black crew length (or longer) socks.

(d. Black rubber overshoes may be worn during periods of rain or inclement weather.

6. **Sweater** – A dark blue, V-neck, commando type uniform sweater is approved for wear with the Class A Uniform during the Winter wearing period, at the officer's option. The badge, nameplate with black engraving, and shoulder patches are displayed on the sweater. Metal rank insignia for Sergeants and above are worn on the epaulets. The seasonal Class A Uniform shirt is worn under the sweater with the necktie. Turtlenecks are authorized for wear under the uniform shirt when the sweater is worn.

D. **Class B Uniform**

The Class B Uniform is a black, two-piece, utility-style uniform with rip-stop fabric of 65% polyester/35% cotton.

1. **Trousers** - The Class B Uniform pants have a dimensional fit with a slider waistband. Pants have extra deep front pockets, accessory pockets, and cargo pockets. Pants may have reinforced knees which may accommodate protective knee pads.

2. **Uniform Shirt** - The Class B Uniform shirt is Teflon coated with a Byron collar and slightly curved hem which is worn tucked into the trousers. The shirt has a bi-swing back, gusseted sleeves and articulated elbows. It also has bellowed upper chest pockets and flaps with hook and loop closures. The shirts closure has non-metal black buttons, and may have a front zipper with storm flap.

(a. The Summer Uniform shirt is short sleeved; the Winter Uniform shirt is long sleeved. Both are worn with an open collar.

(b. The department-authorized cloth or embroidered badge will be worn on the uniform shirt.

- (c. Metal or cloth patch rank insignia are not worn on the collars or sleeves of officers holding the rank of Sergeant and above when the Class B Uniform is authorized for wear by the Chief of Police.
- (d. The shirt has a 5" x 1" black cloth strip sewn above the right pocket with the words "Operations, K-9 or SWAT with no periods." An identical cloth strip is sewn above the left pocket embroidered with the officer's last name only. The embroidery will be the same color of green as the cloth badge and shoulder patch.
- (e. GPD shoulder patches are green in color and will be the standard style GPD patch sewn on both sleeves (as described for the Class A Uniform). The SWAT patch may be worn for SWAT training and SWAT call-outs.
- (f. A black turtleneck or mock turtleneck is approved for wear under the Class B Uniform shirt during Winter Uniform months.
- (g. A black crew neck T-shirt will be worn underneath the summer uniform shirt. The T-shirt shall not extend past the sleeve of the uniform shirt.
- 3. Footwear - Black leather or black leather and Cordura nylon law enforcement-style boots are worn with the Class B Uniform. Tennis shoes or low-quarter oxford style uniform shoes will not be worn. Black crew length (or longer) socks are worn.
- 4. Gun Belt - Officers in Class B Uniform wear the black nylon gun belt containing the same accessories outlined for the Class A Uniform. The gun belt and accessories are secured using hook and loop closures or snaps, which are hidden or black in color.
- 5. Headgear - Officers in the Class B uniform may wear one of the following caps at their option:
  - (a. Black baseball caps, which are a flex-fit style or with a Velcro adjustment strap, and green GPD patch are permitted for wear with the Class B uniform only. The department-authorized cloth patch will be centered on the front of the hat.
  - (b. Watch Cap – As specified for Class A Uniforms.

**E. Outerwear – Class A and B Uniforms**

- 1. Authorized Outerwear:
  - (a. **Winter jacket** is waist-length, 5.11 style Tactical Fleece Jacket. It is dark navy blue (Class A Uniform) or black (Class B Uniform) in color and incorporates front patch pockets with fleece-lined side hand warmers. The Class A jacket is worn with metal buttons, a cloth or metal badge and standard GPD shoulder patches. The Class B jacket will be worn with green embroidered GPD shoulder patches.
  - (b. **Leather jacket** is constructed of top grain domestic cowhide. It is black in color, with a front zipper. The leather jacket has a 5-1/2" split on each side to accommodate the firearm and police radio.
  - (c. **Raincoat** is blue in color with standard GPD shoulder patches and may be worn with a metal or fabric badge.
- 2. A cloth or metal badge will be worn on all outerwear, except the raincoat. Nameplates will not be displayed on the authorized raincoat.
- 3. Authorized shoulder patches are sewn onto each shoulder of the Winter jacket and windbreaker, 1/2" down from the shoulder seam.
- 4. Rank Insignia:
  - (a. Leather Jackets: Metal rank insignia are worn on the shoulder epaulets for Sergeants and above.

(b. Winter Jackets: Metal rank insignia are worn on the shoulder epaulets of Lieutenants and above; cloth chevrons are worn by Sergeants on the jacket sleeve, directly below the shoulder patch.

5. Gloves - Black leather gloves may be worn while wearing the winter uniform and any jacket.

**F. Approved attire for off-duty employment**

1. Personnel working off-duty in a law enforcement capacity such shall wear the approved Class A or Class B Uniform and required duty belt while performing off-duty employment. Officers doing traffic details that do not require a full uniform may wear any serviceable full length pants, a non offensive shirt or jacket with the issue ANSI-approved Class II reflective safety vest and shoes or boots that fully cover the feet. Any exceptions shall first be authorized by the Chief of Police.

**V. Protective Equipment**

A. Protective Vests/Body Armor - All sworn officers are issued personal protection vests (body armor).

1. Patrol officers, Sergeants, and Lieutenants are required to wear body armor while assigned to uniform patrol, traffic, or special services.
2. Body armor is also required when engaged in pre-planned and high-risk situations, which may include, but are not limited to: high-risk warrant service; drug search and seizure raids; and dignitary protection details or assignments.
3. It is highly recommended that all officers wear these vests while performing all other law enforcement-related duties. Personnel working off-duty in uniform are required to comply with this order.
4. Only authorized and approved vests and insert plates may be worn.
5. External vest carriers that closely mimic the look of the uniform shirt may be worn while wearing the Class A and Class B uniform. The vest carrier must meet the requirements of the Class A and Class B uniform shirts without shoulder patches.

B. Reflective Vests - ANSI-approved Class II reflective safety vests are issued to all officers. Officers are required by federal regulations to wear the vest while directing traffic, working crash investigations, towing vehicles or when engaged in any other activity that requires an officer to be in or near a roadway.

1. When arriving at a scene located in or near a roadway, officers must put on their reflective vest as soon as practical.
2. A windbreaker or raincoat with an ANSI-approved **Class II** compliant reflective lining may be worn in place of the reflective safety vest during conditions outlined above. All other garments with reflective linings do not meet federal guidelines and therefore may not be worn in lieu of the issued Class II vest.

**VI. Authorized Rank Insignias**

A. Patrol Officers do not wear any type of collar brass on the authorized Class A or Class B Uniforms.

B. Sergeants - display the authorized gold  $\frac{3}{4}$  inch open-stripe chevron insignia on the collars of the shirts of the Class A Uniform. On the Summer Uniform, the insignia are placed centered on the collar one inch from the bottom of the collar point. On the Winter Uniform, the insignia are placed centered horizontally,  $\frac{3}{4}$  inch from the front edge of the collar.

1. Fabric Sergeant chevrons are sewn on the sleeve of uniform shirts and jackets directly below the GPD patch.

C. Lieutenants - display gold  $\frac{1}{4}$  inch by  $\frac{3}{4}$  inch Lieutenant bar insignias on the collars of the uniform shirts. On both the Summer and Winter Uniforms, the insignia are placed centered horizontally on the collar,  $\frac{3}{4}$  inch from and parallel to the front edge of the collar.

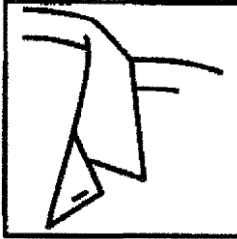
- D. Captains - display gold  $\frac{1}{4}$  inch by  $\frac{3}{4}$  inch double bar insignias on the collars of the uniform shirts. On both the Summer and Winter Uniforms, the insignia are placed centered horizontally on the collar,  $\frac{3}{4}$  inch from and parallel to the front edge of the collar.
- E. Commanders - display a gold oak leaf cluster insignia on the collars of the uniform shirts. Insignia are centered on both Summer and Winter Uniform collars.
- F. Deputy Chiefs - display a gold eagle insignia on the collars of the uniform shirts. Insignias are centered on both Summer and Winter Uniform collars.
- G. Assistant Chief of Police - displays one gold star on the collars of the uniform shirts. Insignia are centered on both Summer and Winter Uniform collars.
- H. The Chief of Police – displays two gold stars on the collars of the uniform shirts. Insignia are centered on both Summer and Winter Uniform collars.

## COLLAR RANK INSIGNIA PLACEMENT

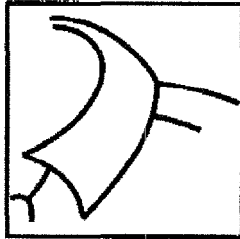
All rank insignia shall be gold in color

### Patrolman

Summer

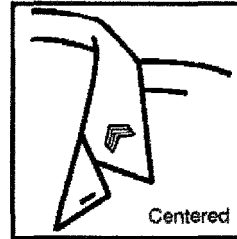


Winter

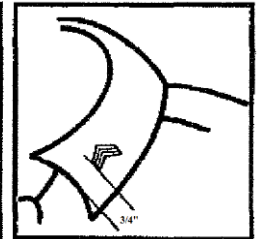


### Sergeant

Summer

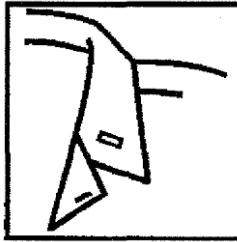


Winter

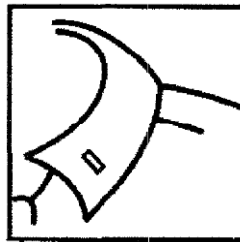


### Lieutenant

Summer

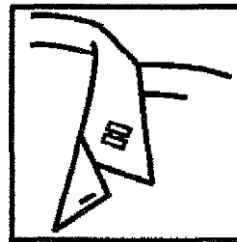


Winter

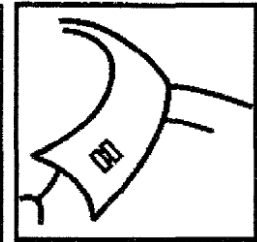


### Captain

Summer

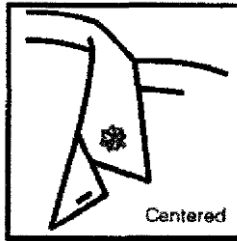


Winter

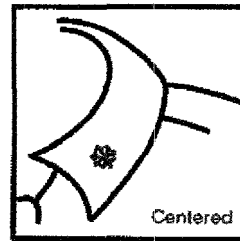


### Commander

Summer

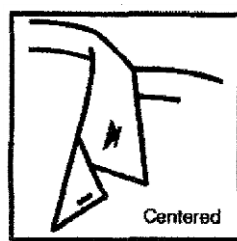


Winter

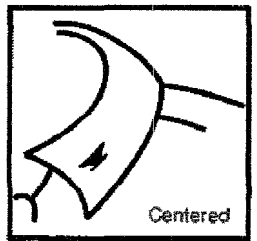


### Deputy Chief

Summer

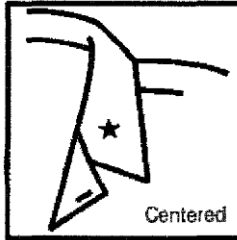


Winter

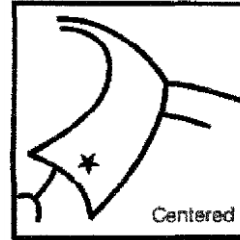


### Assistant Chief

Summer

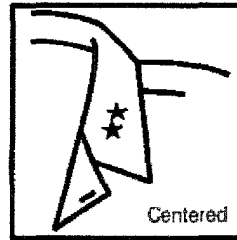


Winter

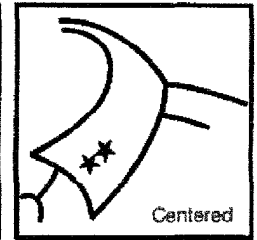


### Chief

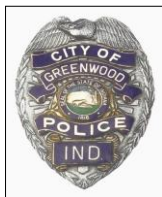
Summer



Winter



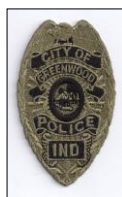
## VII. Authorized Badges / Patches



Badge



Jacket



Class B



Hat



Sgt Stripes



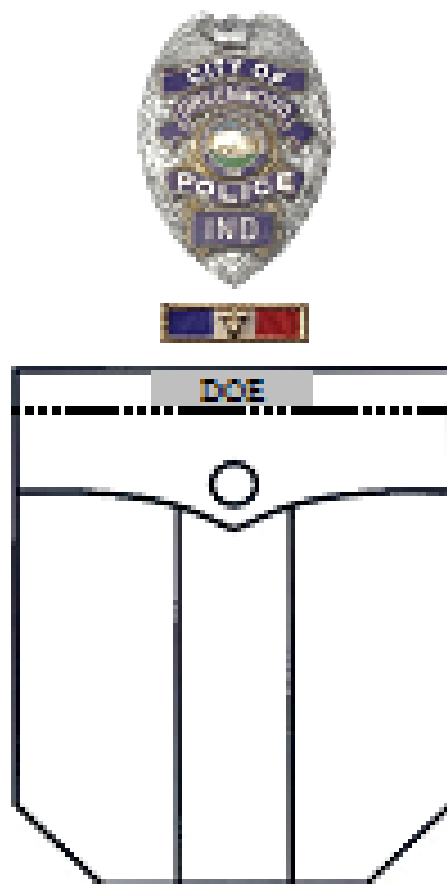
Class A



Class B



SWAT training/callout



## VIII. Authorized Ribbons and Citation Bars

The following ribbons and citation bars are authorized for wear with the GPD uniform. Other ribbons or citation bars will not be worn without the written approval of the Chief of Police. Citations worn after the Flag pin shall be worn in alphabetical order as listed below. Specialty Pins may be worn only while the officer is assigned to the specialty, or after the officer has left it in good standing. If an officer rates more than one specialty pin, they shall be worn in order of historical creation: Honor Guard, K-9, Motorcycle, SWAT (in descending order). Current Honor Guard members and past Honor Guard members with ten or more years of Honor Guard service shall wear the Honor Guard pin with two stars. Former Honor Guard Members with less than ten years of Honor Guard service shall wear the blue Honor Guard pin with no stars. Current K-9 members and past K-9 members with ten or more years of service shall wear the K-9 pin with two stars. Former K-9 members with less than ten years of K-9 service shall wear the K-9 pin with no stars. Current Motorcycle officers and past officers with ten or more years of Motorcycle service shall wear the authorized GPD Motorcycle Wings. Past members with less than ten years of service will wear the light blue Motorcycle pin. The Motorcycle Wings shall be centered placed ½ inch above citation group. Current SWAT Team members and past SWAT Team members with ten years of service or more shall wear the green, red and gold SWAT pin. Former members with less than ten years of SWAT service will wear the black SWAT pin with silver letters.

### Medal Ribbons (centered above pocket; equally spaced between badge and nameplate)

Medal of Honor



Medal of Valor



Purple Heart



Lifesaving



Medal of Merit



### Citation Bars (placed above the pocket on the opposite side of badge)

Years of Service Pin (highest achieved)

30 years



25 years



20 years



15 years



10 years



5 years



Military Service Pin

Air Force



Army



Coast Guard  
 Marines  
 Navy  
 Post-secondary Education Pins (Highest achieved)



Masters Degree



Bachelor Degree



Associates Degree



Specialty Pin

Honor Guard



K-9 Pin



Motorcycle Pin



SWAT Pin



Current



Prior



Dive Team Pin



School Resource Officer



PELA Pin

Of the Year Pins

Detective of the Year Pin



Officer of the Year Pin

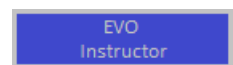


MADD Pin

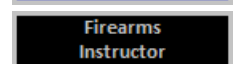


Instructor Pins

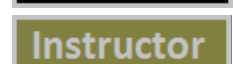
EVO Instructor Pin



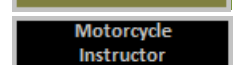
Firearms Instructor Pin



Instructor Pin



Motorcycle Instructor Pin



Physical Tactics Instructor Pin

S.T.O.P.S. Instructor Pin

Taser Instructor Pin

Hostage Negotiator Pin

FTO Pin

Forensics Academy  
Firearms Pin

Expert

Sharpshooter

Marksman

FBI National Academy Pin

EMT Pin

DRE Pin

DARE Pin

Critical Incident Team Pin

Crime Scene Investigator

Chief's Association Pin

Bike Patrol Pin

Armorer Pin

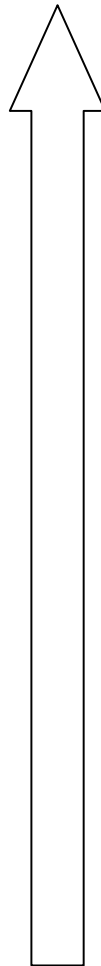
Accident Investigation Pin

Academy with Honors Pin

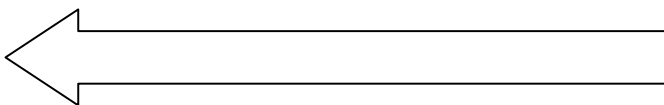
Academy Pin (Mandatory)

American Flag Pin





Citation bars start in lower right corner and move left to fill the row of three then move up as you add rows. If less than three, center them.



All CAB Commendation Bars must be ordered from Steven R Jenkins Company on East 21 Street in Indianapolis. These bars are specific to GPD and cannot be ordered elsewhere. Each commendation bar has been assigned a number for ordering purposes. A complete list of all GPD approved decorations and their corresponding numbers has been provided in this document. The CAB bar holders will hold three commendation bars per holder. The holders can be soldered together for multiple rows of bars, up to fifteen bars. Officers will need to know how many bars they wear and order the bar holder appropriate for their number of decorations.

#### **IX. Review and Evaluation of Recommendations**

- A. The Chief of Police shall designate a chairman of the award committee and the members of the committee.
  - 1. The committee shall consist of seven (7) members, three (3) representatives from the uniform division, one (1) representative from the detective division, one (1) representative from the supervisory staff, one (1) representative from the Police Merit Board and one (1) civilian police employee.
  - 2. Committee members submitting recommendations or being recommended will not be eligible to vote or participate in discussions of that particular action. The committee shall select an alternate.
  - 3. Committee members submitting recommendations evaluate each recommendation for an appropriate award.
- B. Letters of commendations and complimentary letters will not be subject to approval by committee members.
  - 1. The Assistant Chief of Police shall be notified in writing of such commendations.
  - 2. A copy of each commendation shall be placed in the personnel file of the employee.
- C. The committee shall vote on each recommendation and the category of award. A minimum vote of five (5) out of seven (7) is required to confirm a commendation medal or award. The committee shall decide to:
  - 1. Approve the award as is.
  - 2. Change the award to a more appropriate level.
  - 3. Decide not to give any award at all.
  - 4. Return the nomination to the author for more information or clarification.
- D. The Chief of Police maintains the right to change, deny, or present an award at his discretion. Written notification will be made to the committee by the Chief of Police should this occur.

#### **X. Honor Award Categories**

- A. Police Medal of Honor
  - 1. The Medal of Honor may be awarded to members of the Greenwood Police Department that perform, with full knowledge of the level of risk involved, acts of bravery clearly above and beyond that which is expected in the line of duty. The heroism of the act must render the recipient so far above all others that it is clearly distinguishable from lesser forms of conspicuous personal bravery. The Medal of Honor may also be awarded to surviving relatives of members who are killed in the line of duty due to the hostile act of others. The award will include a medal, a service ribbon, and a certificate with the written description of the event.
- B. Medal of Valor
  - 1. The Medal of Valor may be awarded to any member of the Greenwood Police Department employee who, with full knowledge of the level of risk involved, distinguished him/herself by conspicuous personal gallantry in accomplishing a specific police mission involving criminal activity or any action against an adversary of the City of Greenwood, the State of Indiana or the United States of America. The award will include a medal, a service ribbon, and a certificate with the written

description of the event.

**C. Purple Heart**

1. The Purple Heart will be awarded to an officer who is killed, wounded or seriously injured while confronting or attempting to apprehend an armed or fleeing individual in the performance of their duties, under honorable circumstances. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

**D. Lifesaving Medal**

1. The Lifesaving Medal is awarded to officers who perform a lifesaving act under extraordinary circumstances. It shall be awarded only on an order from the Chief, and only after the Review Board confirms the following circumstances:
  - (a. The officer took direct, immediate, and positive action to preserve the life of another human being who was in danger of dying.
  - (b. The action taken did prevent the loss of a human life.
  - (c. The circumstances of the act were such that any delay in providing assistance would, in all probability, have resulted in the person's death.
2. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

**E. Medal of Merit**

1. The Medal of Merit will be awarded to an officer for an outstanding accomplishment that has improved the operation of the department. The action performed should be one that clearly demonstrates the officer has gone above and beyond the requirements of his normal assignment to contribute to a more effective police service; or outstanding police work which has brought great credit to the department. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

**GPD Medals**

**Honor**



**Valor**



**Purple Heart**



**Life Saving**



**Merit**



## Medal Ribbons



## CAB Bars



GPBB 19		GPDB 20		GPDB 21	
GPDB 22		GPDB 23		GPDB 24	
GPDB 25		GPDB 26		GPDB 27	
GPDB 28		GPDB 29		GPDB 30	
GPDB 31		GPDB 32		GPDB 33	
GPDB 34		GPDB 35		GPDB 36	
GPDB 37		GPDB 38		GPDB 39	
GPDB 40		GPDB 41		GPDB 42	
GPDB 43		GPDB 44		GPDB 45	
GPDB 46		GPDB 47		GPDB 48	
GPDB 49		GPDB 50		GPDB 51	

GPDB 52



GPDB 53



GPDB 54



GPDB 55



## GPD Medals

Honor



Valor



Purple Heart



Life Saving



Merit



## Ribbon Numbers

RC-32

RC-3

RC-45

RC-1

RC-31

## Medal Numbers

A4118

A83365

A2619

A768

A2366

All Medals will have the Indiana State Seal on the middle. The Medal of Merit will say "Medal of Merit" on the red banner, under the Indiana State Seal.



**GREENWOOD POLICE DEPARTMENT**

**26**

**SECTION: PERSONNEL ISSUES**

**TITLE: AWARDS NOMINATION FORM**

**NAME OF NOMINEE:** \_\_\_\_\_

**DATE(S) OF ACHIEVEMENT:** \_\_\_\_\_

**APPLICABLE CASE NUMBER(S):** \_\_\_\_\_

**WITNESSES:** \_\_\_\_\_

**SUMMARY OF EVENTS(S):**

## Medal Ribbons



## CAB Bars



GPDB 10 

GPDB 11 

GPDB 12 

GPDB 13 

GPDB 14 

GPDB 15 

GPDB 16 

GPDB 17 

GPDB 18 

GPBB 19 

GPDB 20 

GPDB 21 

GPDB 22 

GPDB 23 

GPDB 24 

GPDB 25 

GPDB 26 

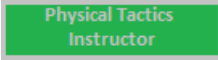
GPDB 27  M.A.D.D.

GPDB 28  EVO  
Instructor

GPDB 29  Firearms  
Instructor

GPDB 30  Instructor

GPDB 31  Motorcycle  
Instructor

GPDB 32  Physical Tactics  
Instructor

GPDB 33  S.T.O.P.S.  
Instructor

GPDB 34  Taser  
Instructor

GPDB 35  HOSTAGE  
NEGOTIATOR

GPDB 36  F.T.O.

GPDB 37  NATIONAL FORENSICS  
ACADEMY

GPDB 38  EXPERT

GPDB 39  SHARPSHOOTER

GPDB 40  MARKSMAN

GPDB 41  FBI NA

GPDB 42 

GPDB 43  DRE

GPDB 44



GPDB 45



GPDB 46



GPDB 47



GPDB 48



GPDB 49



GPDB 50



GPDB 51



GPDB 52



GPDB 53



GPDB 54



GPDB 55



## **Greenwood Police Department Medal of Honor**

(GPD1)



(A4118)



The Medal of Honor may be awarded to members of the Greenwood Police Department that perform, with full knowledge of the level of risk involved, acts of bravery clearly above and beyond that which is expected in the line of duty. The heroism of the act must render the recipient so far above all others that it is clearly distinguishable from lesser forms of conspicuous personal bravery. The Medal of Honor may also be awarded to surviving relatives of members who are killed in the line of duty due to the hostile act of others. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

## Greenwood Police Department Medal of Valor

(GPD2)



(A83365)



The Medal of Valor may be awarded to any member of the Greenwood Police Department employee who, with full knowledge of the level of risk involved, distinguished him/herself by conspicuous personal gallantry in accomplishing a specific police mission involving criminal activity or any action against an adversary of the City of Greenwood, the State of Indiana or the United States of America. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

## **Greenwood Police Department Purple Heart**

(GPD4)



(A2619)



The Purple Heart will be awarded to an officer who is killed, wounded or seriously injured while confronting or attempting to apprehend an armed or fleeing individual in the performance of their duties, under honorable circumstances. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

## Greenwood Police Department Lifesaving Medal

(GPD4)



(A768)



The Lifesaving Medal is awarded to officers who perform a lifesaving act under extraordinary circumstances. It shall be awarded only on an order from the Chief, and only after the Review Board confirms the following circumstances:

- (a. The officer took direct, immediate, and positive action to preserve the life of another human being who was in danger of dying.
- (b. The action taken did prevent the loss of a human life.
- (c. The circumstances of the act were such that any delay in providing assistance would, in all probability, have resulted in the person's death.

The award will include a medal, a service ribbon, and a certificate with the written description of the event.

## Greenwood Police Department Medal of Merit

(GPD5)



(A2366)



The Medal of Merit will be awarded to an officer for an outstanding accomplishment that has improved the operation of the department. The action performed should be one that clearly demonstrates the officer has gone above and beyond the requirements of his normal assignment to contribute to a more effective police service; or outstanding police work which has brought great credit to the department. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

### Greenwood Police Department Years of Service CAB Award Bars

(Each silver star equals five years of service)



(GPDB6)

(GPDB5)

(GPDB4)

(GPDB3)

(GPDB2)

### Honorable Discharge from the United States Armed Forces



(GPDB7)

(GPDB8)

(GPDB9)

(GPDB10)

(GPDB11)

### College Degree's

Masters



(GPDB12)

Bachelors



(GPDB13)

Associates



(GPDB14)

### Honor Guard

Current or former with five years of service or more



(GPDB15)

Past with less than five years of service



(GPDB16)

K-9

Current or former with five years of service or more



(GPDB17)

Past with less than five years of service



(GPDB18)

Past Motorcycle Officer with less than five years of service



(GPDB19)

SWAT

Current members or former team members with five or more years of SWAT service



(GPDB20)

Former team members with less than five years of SWAT service



(GPDB21)

Dive Team Members



(GPDB22)

School Resource Officer (Current or former)



(GPDB23)

PELA

Police Executive Leadership Academy



(GPDB24)

**Detective of the Year**



(GPDB25)

**Officer of the Year**



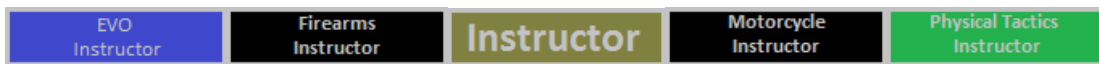
(GPDB26)

**M.A.D.D.**



(GPDB27)

**Instructor Pins**



(GPDB28)

(GPDB29)

(GPDB30)

(GPDB31)

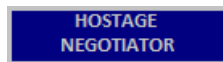
(GPDB32)



(GPDB33)

(GPDB34)

**Hostage Negotiator**



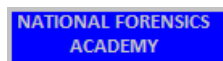
(GPDB35)

**Field Training Officers**



(GPDB36)

**National Forensics Academy**



(GPDB37)

**Firearms (Handgun)**

**Expert**



**(GPDB38)**

**Sharpshooter**



**(GPDB39)**

**Marksman**



**(GPDB40)**

**FBI National Academy Pin**



**(GPDB41)**

**EMT**



**(GPDB42)**

**Drug Recognition Expert**



**(GPDB43)**

**D.A.R.E. Officer**



**(GPDB44)**

**Critical Incident Team**



**(GPDB45)**

**Crime Scene Investigator**



**(GPDB46)**

**Chief's Association**



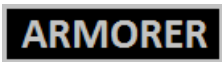
**(GPDB47)**

**Bike Patrol Officer**



**(GPDB48)**

**Armorer**



**(GPDB49)**

**Accident Investigator**



**(GPDB50)**

**Law Enforcement Academy**

**Honors Graduate (Below Sgt.)**



**(GPDB51)**

**(Below Sgt.)**



**(GPDB53)**

**Honors Graduate (Sgt. and above)**



**(GPDB52)**

**(Sgt. and above)**

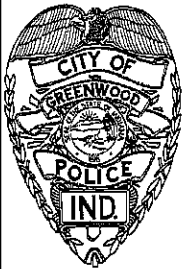


**(GPDB54)**

**American Flag**



**(GPDB55)**

	<b>GREENWOOD POLICE DEPARTMENT</b>		<b>87-G-52</b>
	<b>General Order: 87-G-52</b>		
	<b>TITLE: Assigned Vehicles</b>		
	<b>First Issued Date: 9/1/1987</b> <b>Last Revision Date: 1/30/13</b>		<b>EFFECTIVE DATE:</b> <b>February 4, 2013</b>

**I. PURPOSE**

The purpose of this directive is to establish guidelines for assigned vehicles.

**II. POLICY**

An employee that is assigned a Department vehicle may take that vehicle home and use it while off duty. Probationary Officers (1<sup>st</sup> year) may take their assigned vehicles home but may not use them while off duty until their probationary year is completed. All employees shall use the passenger restraint system (seat belt) while operating any city vehicle.

**III. PROCEDURE**

**A. Maintenance**

1. Employees assigned a city vehicle shall hand wax the vehicle one time every six months.
2. Employees assigned a city vehicle shall keep the vehicle clean and presentable inside and out.
3. Employees assigned a city vehicle shall have the vehicle serviced every 3,000 miles by the city garage. Mechanical issues will be reported to the city garage for service in a timely fashion.

**B. Use**

1. Employees assigned a city vehicle may operate the vehicle for commuting to and from work and for personal use. While off duty, employees may only operate their assigned vehicle in the following counties: Johnson, Marion, Bartholomew, Morgan, Shelby, Hendricks, Boone, Hamilton, Hancock, Monroe and Brown. If an employee wants to operate their assigned vehicle outside of these counties the employee must first obtain permission from the Chief of Police or his designee.
2. All sworn officers shall have a firearm, police credentials and their radio in their possession while operating their assigned vehicle.

**C. EMPLOYEES ON REGULAR LEAVE**

Vehicles may remain in an employee's driveway and/or garage while the employee is away on regular leave (defined as any leave other than

extended medical or disability leave or administrative suspension) unless otherwise ordered by the Chief of Police.

Approved and adopted this 4<sup>th</sup> day of February 2013.

BY ORDER OF THE  
CHIEF OF POLICE