



Ripon Police Department

Written Directive



Department Order: # 1046-01

Effective Date: August 1, 2019

Index as: Dispatch/Records Clerk Uniform Regulations

Internal Review: Annual

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I. POLICY AND PURPOSE

The purpose of this directive is to provide uniform regulations for dispatchers and the records clerk. It is desired for dispatchers and the records clerk to look professional, appropriate and to display uniformity.

II. DEFINITIONS

A. Uniform

Distinctive clothing worn by members of the same organization.

III. PROCEDURE

The following uniform is to be worn by Dispatchers and Records.

- (A) Black 511 Performance Polo (100% Polyester version)
- Women's Performance Short Sleeve Polo (Item #61165)
 - Men's Performance Short Sleeve Polo (Item #71049)
 - Men's Performance Long Sleeve Polo (Item #72049)

The polo will have the department badge embroidered on the upper left chest area in the appropriate colored thread. The first initial or full first name and last name will be embroidered on the right chest area with gold colored thread. Each name shall be capitalized letters the same color and type of thread as the "Gold" colored thread used on the Ripon Police Department

shoulder patches. The letters shall measure 1/2" tall. The title of the employee shall be embroidered directly below the name. The titles are as follows:

- Dispatch Supervisor
- Dispatcher
- Communications Training Officer
- Records

(B) Black business professional or black tactical pants (no skinny pants, leggings/jeggings or jeans).

(C) Black tennis shoes

(D) Black socks

(E) Black undershirt (if worn)

(F) Black Port Authority jacket (if worn)

- Ladies Collective Smooth Fleece Jacket (Item #L904)
- Men's Collective Smooth Fleece Jacket (Item #F904)

The jacket will have the department patch embroidered on the upper left chest area in the appropriate colored thread.

In addition, while on duty or representing the Department in any official capacity, no tattoo or body art shall be visible. Tattoos or body art must be covered at all times by a long sleeve polo, black long sleeve undershirt or sleeve(s).

IV. ACCOUNTABILITY

Every employee who receives a written directive, *new or revised*, will acknowledge electronically that he or she has received, reviewed, and understands the directive. Any member discovered to be in violation of this directive will be subject to disciplinary action up to and including termination.

V. PROPONENT

Administration Unit.

VI. CANCELLATION

Cancellation of an issued directive will be made by the Chief of Police or his/her designee.

By the order of:

Lieutenant Danny Sauer

Signature of Agency Authority/Title