

# Reclamation Manual

## Directives and Standards

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<b>Subject:</b>	Police Officer and Security Guard Uniforms
<b>Purpose:</b>	To standardize and define the exact specifications for each piece of uniform clothing to be worn by all Reclamation Police Officers, Armed Security Guards, and Unarmed Security Guards. The benefit of this Directive and Standard is that it provides a uniform appearance for all Reclamation Police and Security Guards throughout Reclamation. In addition, it applies the new visual identity standards to these uniform functions.
<b>Authority:</b>	Federal Employees Uniform Allowance Act of 1954, Pub. L. 83-763; Federal Salary and Fringe Benefits Act of 1966, Pub. L. 89-554; Federal Employees Pay Comparability Act of 1990, Pub. L. 101-509; 5 U.S.C. 5901 – 5903, 7903; 5 CFR 591.101-104; Department of the Interior Accounting Handbook, Chapter 9, Section 2 – Uniform Allowances; Federal Personnel Manual Supplement Series 300 Employment (General), FPM R300.4.6F.
<b>Approving Official:</b>	Director, Security, Safety, and Law Enforcement (SSLE)
<b>Contact:</b>	SSLE Office, 84-40000

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1. **Introduction.** This Directive and Standard describes the specifications for all uniform pieces to be worn by Bureau of Reclamation Police Officers, Armed Security Guards, and Unarmed Security Guards. These specifications meet all visual identity requirements of Reclamation Manual Directive and Standard, *Uniforms and Authorized Apparel*, ADM 05-06. This Directive and Standard is to be used in conjunction with *Reclamation's Apparel Program*, ADM 05-06 and Temporary Reclamation Manual Release Directive and Standard, SLE TRMR-20, *Management of Uniforms*.
2. **Scope.** This applies to all police and security clothing developed or used for official purposes.
3. **Applicability.** This Directive and Standard is applicable to individuals in the GS-0083 Police and GS-0085 Security Guard occupational series and, select individuals where designated by their position description in the GS-0080 occupational series. Only those individuals designated in these occupational series are authorized to wear these uniforms. Where applicable, other individuals may be authorized in writing by the Director, SSLE. This Directive and Standard does not apply to contract security forces. In addition, official uniform components may not be presented as non-monetary award items.
4. **Purchase.** Proper procurement procedures, including use of the Reclamation-wide procurement contract, must be followed when purchasing any piece of uniform clothing. Purchase of any uniform components that do not meet these standards will be considered an improper acquisition.

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5. **Compliance.** Any individual wearing anything other than the items specified in this Directive and Standard will be considered out of uniform and out of compliance with this D&S. Any necessary deviations of basic clothing from these designated standards (see Paragraph 8), even for safety reasons, must be approved prior to implementation by the Director, SSLE in accordance with Reclamation Manual, *Request for Waiver from a Reclamation Manual Requirement and Approval/Disapproval of the Request* (RCD 03-03).
  
6. **Responsibilities.**
  - A. The Director, SSLE is responsible for:
    - (1) Authorizing employees to wear police and security uniforms;
    - (2) Issuing specifications for police and security uniforms;
    - (3) Providing management oversight on the procurement of all uniforms and related components; and
    - (4) Maintaining, in conjunction with the Director of Administration and the Public Affairs Officer, a Reclamation-wide procurement vehicle.
  
  - B. Managers and Supervisors are responsible for:
    - (1) Notifying any employee required to wear a uniform of that requirement;
    - (2) Ensuring uniformed employees are wearing the complete authorized uniform at all times;
    - (3) Ensuring all employees in uniform present a neat and professional appearance at all times – pants and shirts will be pressed, clean, and without holes, stains, or other blemishes;
    - (4) Ensuring all employees receive uniforms that adhere to these specifications;
    - (5) Ensuring that proper procurement procedures, including use of the Reclamation-wide procurement vehicles, are followed when purchasing new uniforms;
    - (6) Ensuring that procurement of and wearing of these uniform components is limited to those employees authorized to wear police and security uniforms; and
    - (7) Maintaining appropriate control, consistent with Reclamation directives and standards, over all uniforms and their components.

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- C. Employees are responsible for:
- (1) Being in full uniform at all times while on duty;
  - (2) Ensuring they wear their uniforms only when performing their official duties, or are in transit;
  - (3) Ensuring their uniforms are clean and pressed at all times, and are free of stains, holes, tears, rips, or other blemishes at all times;
  - (4) Maintaining a high standard of pride and personal grooming;
  - (5) Trimming all hair and beards, and keeping jewelry and overall accessories to a minimum, so as not to detract from the overall appearance;
  - (6) Following all procurement and relevant guidelines when purchasing and wearing uniforms.
7. **Safety.** The following specifications do not supersede any safety equipment requirements. However, every attempt must be made to ensure that safety equipment is compatible with this Directive and Standard. When additional safety items, such as hard hats or flame resistant smocks, are worn by requirement in specific areas, Police Officers and Security Guards will not be considered out of uniform.
8. **Uniform Specifications.** Note that any Reclamationwide procurement vehicles will offer items that meet these specifications.
- A. **Police Officer and Armed Security Guard Uniform.**
- (1) **Head Gear.**
    - (a) **Baseball Type Cap.** Plain, black. Baseball hats will have “POLICE” in 1-inch uppercase yellow letters or “SECURITY” in 1 inch uppercase white letters embroidered on the front.
    - (b) **Campaign Hat.** Navy blue. Campaign hats will have metal security or Police badges in either silver or gold, depending on the officer’s rank. See Paragraph 7.A.(8) for additional badge information.
    - (c) **Fur Troopers Hat.** Navy blue. Fur troopers hats will have a “security wreath badge” (2 ½ x 1 ¾) in the same color as issued badge.
  - (2) **Shirts.** Individuals will wear their metal badges on the left front of their shirts; name tags on right side above pocket (see Paragraph 8.A.(10)). Reclamation-issue patches will be sewn on both sleeves (see Paragraph 8.A.(9)). Rank insignia

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will be worn in the appropriate location (see Paragraph 8.A.(13)). All shirts will be worn over a plain white, black, or navy blue v-neck or crew-neck t-shirt (this item is not part of the uniform allowance). (Supervisors will strive to ensure consistency when crew-neck t-shirt will be visible above the collar of the uniform shirt.)

- (a) **Summer.** Short sleeve shirt; LAPD blue.
  - (b) **Winter.** Long sleeve shirt; LAPD blue.
  - (c) **Mock Turtleneck.** To be worn under long sleeve shirt in lieu of tie. Navy blue; long or short sleeve.
  - (d) **Battle Dress Uniform Shirt (BDU).** To be worn for training or when otherwise designated. LAPD blue.
  - (e) **Sweater.** Commando-style sweater; LAPD blue.
- (3) **Pants.**
- (a) **All Season, Daily Wear.** LAPD blue.
  - (b) **BDU Trouser.** To be worn for training or when otherwise designated. LAPD blue.
- (4) **Ties.** Navy blue, clip-on. Ties will be worn with a United States flag tie-tack. Security Guards are only required to wear ties for special occasions.
- (5) **Jackets.** Jackets will have Reclamation-issued cloth sewn on the front, and all other Reclamation-issue patches on sleeves. Patches will be sewn on by the vendor. However, issuance must be tracked in accordance with applicable property regulations.
- (a) **Winter Jacket.** Black. "POLICE" in 3-inch yellow letters silk-screened across the back or "SECURITY" in 3-inch white letters.
  - (b) **Summer Jacket/Windbreaker.** Black. "POLICE" in 3-inch yellow letters silk-screened across the back or "SECURITY" in 3-inch white letters.
- (6) **Gloves.** Black: leather, cloth, or synthetic.
- (7) **Footwear.** This item is not covered by the uniform allowance.
- (a) **Shoes.** Black, leather, laced; rubber soles; oxford type; shined and in good state of repair at all times.

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- (b) **Boots.** Black leather; tactical boots (lace or zip); shined and in good state of repair at all times.
  - (c) **Sneakers.** Black; shineable leather; shined and in good state of repair at all times.
  - (d) **Socks.** Visible portions must be dark navy blue or black, quarter or mid-calf length.
- (8) **Official Badges.** All officers will be issued a numbered metal gold or silver badge for wear on jackets and shirts. In situations where use of a metal badge would be a safety hazard, cloth badges will be affixed to clothing. Badges affixed to clothing will be done by the vendor. Police badges will be gold. Security badges will be gold for supervisors/leads; others will be silver.
- (9) **Shoulder Patches.** Reclamation-issue “POLICE” or “SECURITY” patch worn on each shoulder ½ inch from top seam and centered on arm crease. Patches will be sewn on by the vendor. However, issuance must be tracked in accordance with applicable property regulations.
- (10) **Name Tag.** Reclamation-issue. Gold with Reclamation logotype in PMS 660 lettering on top; 2½ inches long by 1 inch wide; name in black all capital letters centered below the logotype; engraved; worn 1/8 inch above and centered over right breast pocket. Additional information can be found on Reclamation’s visual identity Website.
- (11) **Belts.**
- (a) **Inner/Dress Belt Without Outer Belt.** Standard dress belt; black; leather; basket-weave; nickel buckle.
  - (b) **Inner/Dress Belt With Outer Belt (Optional).** Nylon; acu-mold; buckles or Velcro close.
  - (c) **Outer Belt.** Nylon; acu-mold; black; nickel buckles or snaps.
  - (d) **Holsters.** Black; nylon; acu-mold.
- (12) **Accessories, Including Weapons/Leather Gear.** Reclamation-issue. Will be nylon and match belt design.
- (13) **Rank Insignia.** Chief of Police and Lieutenant will wear issued metal (gold) bar insignias on the collars of shirts and jackets. Sergeants and Corporals will wear cloth chevrons on shirt sleeves and jackets.

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- B. **Instructor.** Instructor uniforms will be worn only by officers serving as official instructors as part of required training. In the interest of being able to easily identify instructors in range and training situations, it is encouraged that any outside instructors follow this standard as well. Unless otherwise listed, standard uniform components apply.
- (1) **Shirts.** Offset logotype and tagline will be embroidered on left chest. "Instructor" will be embroidered on the right breast at the same level as the Logotype and in the exact same type size. All embroidery will be black.
    - (a) **Summer.** Short sleeve polo shirt; dark gray.
    - (b) **Winter.** Long sleeve polo shirt; dark gray.
  - (2) **Pants.**
    - (a) **All Season, Daily Wear.** Gray, tactical style.
  - (3) **Badges.** Badges will not be worn in training situations.
  - (4) **Name Tag.** Name tags will not be worn in training situations.
  - (5) **Rank Insignia.** Rank insignia will not be worn in training situations.
- C. **Bicycle Patrol Officer (Police Only).** Bicycle uniforms will be worn only by officers performing bicycle duty as part of their daily assignments.
- (1) **Head Gear.** American National Standards Institute (ANSI) approved, police department bicycle helmet; white only.
  - (2) **Shirts.** Individuals will wear their metal badges on the left front of their shirts; name tags on right side above pocket (see Paragraph 8.C.(9)). Reclamation-issue patches will be sewn on both sleeves (see Paragraph 8.C.(8)). Rank insignia will be worn in the appropriate location (see Paragraph 8.C.(12)).
    - (a) **Summer.** Polo; short sleeve; yellow; "POLICE" in 3-inch black letters silk-screened on back.
    - (b) **Winter.** Polo; long sleeve; yellow; "POLICE" in 3-inch black letters silk-screened on back.
  - (3) **Pants and Shorts.**
    - (a) **Standard Bicycle Short.** LAPD blue.

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- (b) **Standard Bicycle Pant.** LAPD blue.
- (4) **Jacket.** Two-tone black/yellow; nylon bike jacket; patches will be sewn on front and sleeves.
- (5) **Gloves.** Black bicycle gloves.
- (6) **Footwear.** This item is not covered by the uniform allowance.
  - (a) **Shoes.** Black leather shineable tennis shoes (no clip-ins).
  - (b) **Socks.** Visible portions will be black or dark navy blue; ankle “shoe top” length.
- (7) **Badges.** Reclamation-issue, cloth badge patches will be worn on the left front of shirt. Patches will be sewn on by the vendor. However, issuance must be tracked in accordance with applicable property regulations.
- (8) **Shoulder Patches.** Reclamation-issue, “POLICE” patch worn on each shoulder ½ inch from top seam and centered on arm crease. Patches will be sewn on by the vendor. However, issuance must be tracked in accordance with applicable property regulations.
- (9) **Name Tag.** Reclamation-issue. Gold with Reclamation logotype in PMS 660 lettering on top; 2½ inches long by 1 inch wide; name in black all capital letters centered below the logotype; engraved; worn 1/8 inch above and centered over right breast pocket. Additional information can be found on Reclamation’s visual identity Website.
- (10) **Belts.**
  - (a) **Inner/Dress Belt Without Outer Belt.** Standard dress belt; black; leather; basket-weave; nickel buckle.
  - (b) **Inner/Dress Belt With Outer Belt (Optional).** Nylon; acu-mold; buckles or Velcro close.
  - (c) **Outer Belt.** Nylon; acu-mold; black; nickel buckles or snaps.
  - (d) **Holsters.** Black; nylon; acu-mold.
- (11) **Accessories, Including Weapons/Leather Gear.** Reclamation-issue. Will be nylon and match belt design.

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- (12) **Rank Insignia.** Chief of Police and Lieutenant will wear issued metal (gold) bar insignia on the collars of shirts and jackets. Sergeants and Corporals will wear cloth chevrons on shirt sleeves and jackets.

### D. Uniform for Unarmed Security Guards.

#### (1) Head Gear.

- (a) **Campaign Hat.** Navy blue. Campaign hats will have metal security badges in either silver or gold, depending on the officer's rank. See Paragraph 7.D.(8) more additional badge information.
- (b) **Baseball Type Cap.** Plain, black. Baseball hats will have "SECURITY" in 1-inch uppercase white letters embroidered on the front.
- (c) **Fur Troopers Hat.** Navy blue. Fur troopers hats will have a "security wreath badge" (2 ½ x 1 ¾) in the same color as issued badge.

- (2) **Shirts.** Individuals will wear their metal badges on the left front of their shirts; name tags on right side above pocket (see Paragraph 8.D.(10)). Reclamation-issue patches will be sewn on both sleeves (see Paragraph 8.D.(9)). All shirts will be worn over a plain white, black, or navy blue v-neck t-shirt (this item is not part of the uniform allowance). (Supervisors will strive to ensure consistency when crew-neck t-shirt will be visible above the collar of the uniform shirt.)

- (a) **Summer.** Short sleeve shirt; silver tan.
- (b) **Winter.** Long sleeve shirt; silver tan.
- (c) **Mock Turtleneck.** To be worn under long sleeve shirt in lieu of tie; navy blue; long or short sleeve.
- (d) **Sweater.** Commando-style sweater; LAPD blue.

#### (3) Pants and Shorts.

- (a) **Pants.** LAPD blue.
- (b) **Shorts.** LAPD blue.

- (4) **Ties.** Navy blue, clip-on. Ties will be worn with a United States flag tie-tack. Security Guards are not required to wear a tie except for special occasions.



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- (5) **Jackets.** Jackets will have Reclamation-issued cloth sewn on the front, and all other Reclamation-issue patches on sleeves. Patches will be sewn on by the vendor. However, issuance must be tracked in accordance with applicable property regulations.
- (a) **Winter Jacket.** Black. "SECURITY" in 3-inch white letters silk-screened across the back.
  - (b) **Summer Jackets/Windbreaker.** Black. "SECURITY" in 3-inch white letters silk-screened across the back.
  - (c) **Snow Suits.** Dark navy blue. "SECURITY" in 3-inch white letters silk-screened across the back.
- (6) **Gloves.** Black: leather, cloth, or synthetic.
- (7) **Footwear.** This item is not covered by the uniform allowance.
- (a) **Shoes.** Black, leather, laced; rubber soles; oxford type; shined and in good state of repair at all times.
  - (b) **Boots.** Black leather; tactical boots (lace or zip); shined and in good state of repair at all times.
  - (c) **Sneakers.** Black; shineable leather; shined and in good state of repair at all times.
  - (d) **Socks.** Visible portions must be dark blue or black, can be quarter or mid-calf length. Ankle "shoe top" length socks will be worn with shorts, visible portions will be dark blue or black.
- (8) **Official Badges.** All officers will be issued a numbered metal gold or silver badge for wear on jackets and shirts. In situations where use of a metal badge would be a safety hazard, cloth badges will be affixed to clothing. Badges affixed to clothing will be done by the vendor. Security badges will be gold for supervisors/leads; others will be silver.
- (9) **Shoulder Patches.** Reclamation-issue, "SECURITY" patch worn on each shoulder ½ inch from top seam and centered on arm crease. Patches will be sewn on by the vendor. However, issuance must be tracked in accordance with applicable property regulations.
- (10) **Name Tag.** Reclamation-issue. Gold with Reclamation logotype in PMS 660 lettering on top; 2½ inches long by 1 inch wide; name in black all capital letters

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centered below the logotype; engraved; worn 1/8 inch above and centered over right breast pocket. Additional information can be found on Reclamation's visual identity Website.

(11) **Belts.**

(a) **Inner/Dress Belt Without Outer Belt.** Standard dress belt; black; leather; basket weave or other, design must be consistent among all accessories; nickel buckle.

(b) **Inner/Dress Belt With Outer Belt (Optional).** Nylon; acu-mold; buckles or Velcro.

(c) **Outer Belt.** Nylon; acu-mold; black; nickel buckles or snaps.

(12) **Accessories Including Leather Gear.** Reclamation-issue. Will be nylon and match belt design.