

CHAPTER 5
OPTIONAL UNIFORM – NONUNIFORMED EMPLOYEES
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CHAPTER 5

OPTIONAL UNIFORM – NONUNIFORMED EMPLOYEES

1. UNIFORM - FEMALE EMPLOYEES.

a. Shirt. Nonuniformed female employees may wear any of the shirts authorized for use by uniformed female officers. The shirt shall not be equipped with a badge holder. (Refer to Chapter 2, Uniform Items, of this guide for specifications.)

b. Necktie.

(1) Material. To be rayon and acetate worsted fabric.

(2) Color. Royal blue (#063 as indicated in “Rice’s Braids of Quality” color chart).

(3) Style. To be “pre-buttoned cross-over” adjustable type neckwear. The ends to be not less than 1 1/2 inches wide, nor more than 1 3/4 inches wide, tapering to 3/4 inch wide at the clip. The top part to be approximately 9 inches in length. The center button to be placed approximately 2 3/4 inches from the lower point of the visible end of the tie. The button to be covered with matching fabric and to be approximately 1/2 inch in diameter. Button fastener to be clip or snap type. (Wembley’s Style #950-77 “CHP” continental, or equal.)

c. Skirt.

(1) Material. To be Raeford two-ply all-wool elastique, 19 1/2 to 20 ounces #13507-1690. Milliken Style 8744-6513, color to be silver-tan, 10 3/4 ounces, 56-gauge Raschel Knit, elastique look, 100 percent type 242 Dacron polyester with Visa finish.

(2) Style. To be three-piece skirt. To have separate waistband to include “Snug Tex” band and a zipper opening on the left side. Zipper to be a minimum of 7 inches in length. Waistband to lap over 1 inch at zipper point and to be fastened down with button of a color that matches fabric. Front to include two darts and back to include four darts. Back to include center seam and, at the option of the wearer, have a box pleat approximately 8 inches in length starting at the bottom of the skirt. Bottom of skirt to be made with a 2 1/2-inch bottom turn-up. All seams to be plain, pressed open, and overcast.

(3) Length. Skirt length may vary within conservative limitations.

- (4) Lining. To be optionally lined with good quality rayon of matching color.
- (5) Belt Loops. Waistband to have five tunnel belt loops 3/4 inch in width. One loop to be placed at the rear seam with other loops being proportionately spaced in the back and front, placing two loops in front and three in back. Top of loops to be sewn into the waistband seam.
- (6) Stitching. To be not less than 14 stitches to the inch.

d. Insignia.



- (1) Shoulder Patch.
 - (a) Material. Background to be 8 1/2 ounces, cotton twill, vat-dyed material. Cable #70087, Royal Blue. Backing will be of preshrunk, permanent finished crinoline.
 - (b) Style. To be "Shield" shape, 3 inches in width and 3 5/8 inches in height. (Wolf-Brown, Inc., Style #S-210-2, or equal.)
 - (c) Edging. To be vat-dyed Viscose Rayon yarn, Cable #70068, Spanish Yellow.
 - (d) Lettering. All lettering to be sharp and clear and to be vat-dyed Viscose Rayon yarn, Cable #65018, Black on #70068 Panel. Lettering to be between 3/8 inch and 1/2 inch in height with stroke proportionate to width.
 - (e) Detail. Wings, wheel, and upper panel to be Cable #70068 highlighted in Cable #65018. Color items listed on U.S. Army Color Card, Textile Color Card Association of the United States.

(f) Stitches. To have 4,000 stitches on material background and 7,040 stitches on solid embroidered stitched background.

(g) Placement. To be attached on both sleeves of the shirt directly below the shoulder tab and in such a manner that a line bisecting the center of the patch would be perpendicular to the ground when the garment is worn. To be sewn on garment with colorfast thread that matches edging of patch, not cross-stitched.

(2) Shoulder Tab.

(a) Material. Same as shoulder patch.

(b) Style. To be arc-shaped as previously illustrated. Overall size to be 3/4 inch in height and 3 3/4 inches in length. (Wolf-Brown, Inc., Style #S-210-3, or equal.)

(c) Edging. Same as shoulder patch.

(d) Lettering. All lettering to be sharp and clear and to be vat-dyed Viscose Rayon yarn, Cable #65018, Black on #70068 Panel. Lettering to be between 3/8 inch and 1/2 inch in height with stroke proportionate to width.

(e) Stitches. To have 1,579 stitches on material background and 3,000 stitches on solid embroidered stitched background.

(f) Placement. To be attached on both sleeves of the shirt with the top center of the arc 1/2 inch below the sleeve-head seam.

(3) Service Stripe.

(a) Material. To be blue and gold embroidery thread, colors to match the departmental service stripe used by uniformed employees.

(b) Style. Center portion to be blue, 3/8 inch wide and 2 inches long. Trim surrounding center blue portion to be gold, 3/32 inch wide.

(c) Placement. To be placed 3/4 inch above the left sleeve cuff with the complete stripe in front of the center press of the sleeve. Stripe to be embroidered directly on sleeve or by matching cloth-on-cloth style, at a 45-degree angle with the lower end of the stripe toward the inside seam of the sleeve. Additional stripes to be placed above and parallel to the first stripe with 1/4-inch background space between stripes.

e. Belt.

(1) Color Material. To be black leather without design with a matching leather or gilt-colored buckle.

(2) Style. To be plain straight-type end belt with a heel- or bar-type buckle. Width to be not less than 1 inch.

f. Shoes.

(1) Material. To be plain black or patent leather.

(2) Style. To be smooth finish ladies shoes with closed heel and toe; heel height variable from 3/4 inch to 2 inches.

g. Trousers. Nonuniformed female employees may wear any of the trousers authorized for use by uniformed female employees with the following exceptions. (Refer to Chapter 2 of this guide for specifications.)

(1) Trousers shall not be equipped with a seam stripe.

(2) Pockets shall be optional.

(3) Trousers may be constructed of the materials listed under paragraph 1.c. of this chapter.

h. Nameplate.

(1) Material. All metal construction, plain without design.

(2) Color. To be polished gold finish with royal blue lettering.

(3) Lettering. To be approximately 1/32-inch stroke, 1/4 inch in height. To be engraved deep in metal and filled with royal blue enamel, color as indicated in "Rice's Braids of Quality" color chart #063. Name on plate to consist of no more than 13 letters including spacing. Plate to include full name, initial(s), and last name, or last name only, depending on length of wearer's name.

(4) Style. To be rectangular in shape, size approximately 1/2 inch in width and 2 1/4 inches in length. To have two metal clutch fasteners attached to back (Reeves Co., Inc. #500 CHP or equal).

2. UNIFORM - MALE EMPLOYEES.

a. Shirt. Nonuniformed male employees may wear any of the shirts authorized for use by uniformed male officers. The shirt shall not be equipped with a badge holder. (Refer to Chapter 2 of this guide for specifications.)

b. Necktie.

(1) Material. To be rayon and acetate worsted fabric.

(2) Color. Brown (#0467 as indicated in "Rice's Braids of Quality" color chart).

(3) Style. To be "four-in-hand" type, conventional or breakaway style, approximately 2 1/2 inches wide at its widest point (Wembley's brown, Wembleytown 3Z93 or equal).

c. Trousers.

(1) Material. To be Raeford two-ply, all-wool gabardine, 11 to 11 1/2 ounces, #8287-193; Raeford two-ply, all-wool tropical, 10 to 10 1/2 ounces, #8321-193; Raeford two-ply 45 percent wool/55 percent Dacron polyester gabardine, 11 to 11 1/2 ounces, #521-193; or good quality cotton, khaki color, 8.2 chino cloth or equal.

(2) Style. To be of the slack type, plain without pleats. To have separate waistband with rise of sufficient height to allow the bottom of the belt to rest on the hip bones. Waistband to incorporate "Snug-Tex" band with three rows of rubber and to be cut in two separate pieces 2 inches wide, backed with a fully shrunk canvas interlining, and lined with the best quality twill. Knee of trouser leg to measure approximately 22 inches. Bottom of trouser leg to measure approximately 18 inches. When wearer's size precludes these dimensions, they may be altered as long as variation is proportionate to the wearer's size. Bottoms to be plain with 2-inch turn-up hollowed in front to allow trousers to rest on the shoe without any break. Bottoms to have heel stays. All seams to be plain, pressed open, and overcast. Trousers fly to have a "Talon" zipper or equal. To have an anchor button in addition to two fly buttons attached at the waistband. A hook-and-eye may be substituted for the waistband buttons.

(3) Belt Loops. To have seven tunnel belt loops 1 3/4 inches wide and 2 inches long to allow for a 2-inch maximum-width belt. One loop to be placed at the rear seam with other loops being proportionately spaced in back, on the hips, and in front. Top of the loops to be sewn into the waistband seam.

- (4) Pockets. To have two hip, two side, and one watch pocket made of good grade heavy drill. Hip pockets to have flaps with buttonhole and correspondingly placed 22-ligne, four-hole, bone, melamine, or phenolic plastic buttons of a color to match the material. Side pockets to have vertical-style opening, heavily bar-tacked. All pocketing to be properly serged. (Refer to Chapter 2 of this guide for size and placement.)
- (5) Stitching. To be not less than 14 stitches to the inch.
- d. Insignia.
- (1) Shoulder Patch. Refer to paragraph 1.d.(1) of this chapter for specifications.
- (2) Shoulder Tab. Refer to paragraph 1.d.(2) of this chapter for specifications.
- (3) Service Stripe. Refer to paragraph 1.d.(3) of this chapter for specifications.
- e. Belt.
- (1) Material. Leather.
- (2) Color. Black.
- (3) Style. To be smooth finish or stamped basket weave design with Craftool Co. #511 basket and border stamp. Width to be not less than 1 inch or more than 2 inches with straight-type end. To have a plain yellow colored metal heel- or bar-type buckle.
- f. Socks. Portion exposed to view shall be solid black in color without design.
- g. Shoes.
- (1) Material. Leather or Corfam.
- (2) Color. Black.
- (3) Style. Smooth finish, to accept polishing; with plain or cap toe. Designed to prevent hanging up of trouser leg. Similar to styles shown in Highway Patrol Manual 73.5, Uniform/Grooming and Equipment Standards.
- h. Nameplate. Refer to paragraph 1.h. of this chapter for specifications.
- i. Tie Bar.

(1) Material. Metal.

(2) Color. Gold.

(3) Style. To have a clamp-type back and plain bar front. To be 5/16 inch wide and 2 inches long without appendage(s). (Swank Company #0324-449/30, or equal.)

3. TRIBUTE OF MOURNING RIBBON.

a. Ribbon.

(1) Material. Polyester.

(2) Color. Black.

(3) Style. To be 3/8 inch wide, 6 inches in length and assembled as explained and illustrated.

b. Back Clasp.

(1) Material. Metal.

(2) Color. Silver.

(3) Style. To be 3/4 inch in length.

(4) Thread Color. Black.



NOTE: Materials to be purchased using petty cash or CAL-Card.

c. Assembly of Ribbon.

- (1) Straight cut the ribbon to be 6 inches in length.
- (2) Sew the back clasp parallel to one side of the ribbon, with the bottom of the clasp measuring approximately 3/4 inch from the end of the ribbon to the bottom of the clasp.
- (3) After securing the clasp, loop and overlap the ribbon, forming an inverted "V" at the bottom. It should measure approximately 1 1/4 inches from each end to where the ribbon crosses in the center.
- (4) After crossing the ribbon to form a loop, tack the center portion using two stitches to prevent movement.

NOTE: The design of the tribute of mourning ribbon is similar to ribbons worn to signify the fight against or in recognition of acquired immune deficiency syndrome, cancer, etc.