

## CHAPTER 7

REVISED MAY 2008

### UNIFORM, GROOMING, AND EQUIPMENT STANDARDS

1. GENERAL. All departmental policies and procedures contained in HPM 73.5, Uniform/Grooming and Equipment Standards Manual, shall be applicable to the Senior Volunteer Program (SVP). Specific policies and procedures regarding the SVP uniform and grooming standards are contained within this Chapter. The statewide SVP coordinator is responsible for ensuring that the uniforms worn by senior volunteers are consistent throughout the state.
  
2. GROOMING STANDARDS.
  - a. Every volunteer, acting in an official capacity, shall present a neat and clean appearance. Uniforms and civilian attire shall be appropriately maintained and tailored for proper fit.
  
  - b. Civilian attire worn during SVP functions shall be consistent with a business environment.
  
  - c. All uniformed senior volunteers are prohibited from displaying any body art, tattoo(s), brands, intentional scarring, mutilation, or dental ornamentation while representing the Department in any official capacity.
  
  - d. Every volunteer shall abide by the grooming standards for non uniformed employees as set forth in HPM 73.5, *Uniform Grooming and Equipment Standards*, Chapter 9.
  
3. UNIFORM STANDARDS.
  - a. Basic Uniform. All senior volunteers shall possess and maintain, ready for immediate use, the basic uniform and equipment items required by this manual. Upon completing initial training, volunteers will be required to purchase and maintain a minimum of one short or long-sleeve uniform shirt, one pair of uniform trousers, and one uniform belt.
  
  - b. Formal Uniform. In addition to the basic uniform, senior volunteers may also purchase a formal uniform. The formal uniform consists of the formal jacket, uniform shirt, tie, wool uniform trousers, belt, socks, footwear, and the campaign hat.

c. Wearing of the Uniform and Equipment.

(1) The SVP uniform shall be worn only during official SVP functions and when necessary to travel incidental to duty unless otherwise authorized by the SVP coordinator. Volunteers shall not go to any public establishment when in uniform before or after any SVP function without approval of the SVP coordinator.

(2) The professional image expected of volunteers requires that each volunteer assume responsibility for presenting an appearance that is representative of the Department. While on duty or when representing the Department, volunteers shall wear the basic uniform unless the Area SVP coordinator has authorized appropriate civilian attire to be worn. The Area SVP coordinator may also authorize the formal uniform to be worn instead of the basic uniform.

4. SVP UNIFORM AND EQUIPMENT.

a. SVP Uniform. The basic style of the uniform shirt should match the outward design style of the departmental uniform shirt as specified in HPM 73.5, Uniform/Grooming and Equipment Standards Manual, Chapter 5 with the exception of color. The shirt shall have scalloped pocket flaps, shoulder strap epaulets, pencil compartment, and white buttons. The SVP uniform consists of the following items which are also identified as either "required" or "optional."

(1) Departmentally-approved white uniform-style long-sleeve or short-sleeve shirt (required).

(a) A "flying wheel" shoulder patch and "volunteer" rocker shall be sewn on the upper shoulder of each sleeve.

(2) Dark blue trousers (required).

(a) A cotton or poly-blend material may be worn with the basic uniform.

(b) Wool trousers may be worn with the basic uniform and shall be worn with the formal uniform.

(3) Black basket-weave uniform trouser belt with a square, solid brass buckle (required).

(4) Dark blue or black socks (required).

(5) Departmentally-approved footwear (required).

(6) Departmentally-approved nameplate (required).

(7) An approved departmental SVP badge shall be worn by the senior volunteer when in uniform (required).

(8) Departmental SVP ID card (Annex G) shall be issued by the Department (required). The identification card is intended to identify the person as a volunteer of the Area while on official program business. The identification card is the property of the Department and shall be returned upon separation, termination, or resignation from the program.

(9) Valid California driver license, if approved to drive state vehicles (required). If not approved to drive a state vehicle, a valid California identification card (required).

(10) Dark blue straw-type campaign hat (required when wearing the formal uniform, otherwise optional). An approved departmental SVP emblem cap piece shall be attached to the front of the hat.

(11) Departmentally-approved royal-blue necktie (required when wearing the formal uniform, otherwise optional).

(12) Dark blue all-weather jacket (optional). A “flying wheel” shoulder patch and “volunteer” rocker shall be sewn on the upper shoulder of each sleeve.

(13) Formal uniform jacket (may only be worn in conjunction with the formal uniform as described in section 1(a)(3) of this Chapter).

(a) The formal jacket is identical to the officer’s green dress Jacket described in HPM 73.5, Chapter 5, except the color will be dark blue (available in most uniform stores).

(b) A “flying wheel” shoulder patch and “volunteer” rocker shall be sewn on the upper shoulder of each sleeve.

(c) A solid yellow aiguillette may be worn with the formal jacket when authorized by the Area commander.

(d) The formal jacket shall be completely zippered during official functions and should be completely zippered when in public view, except while operating a vehicle.

b. Service Stripes. One service stripe for every two years of service as a volunteer for the California Highway Patrol (CHP) may be worn on the left sleeve of each long-sleeve shirt and formal jacket. The service stripes shall match the departmental service stripes.

(1) Formal Jacket. Stripe to be placed on the left sleeve, either by embroidering 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.

(2) Long-Sleeve Shirt. Stripe material, style, and placement to be the same as for the jacket, except the stripe shall be placed 3/4 inch above the sleeve cuff with the complete stripe in front of the center press of the sleeve.

c. Accouterments. Only the accouterments/pins authorized in this manual are to be worn by senior volunteers while in uniform. Accouterments are to be worn on the uniform shirt and formal jacket only. The accouterments shall be placed on the uniform from the wearer's perspective from left to right.

(1) Left Pocket. The left pocket flap is reserved for the Senior Volunteer of the Year pin, the Safety Award pin, and the United States (U.S.) flag pin only.

(a) The Senior Volunteer of the Year pin shall be attached to the left pocket flap of the shirt or formal jacket 1/2 inch below the top edge of the flap and centered above the button.

(b) The Safety Award pin shall be attached to the left pocket flap of the uniform shirt or formal jacket one inch to the left of the right edge and centered midway between the top and bottom of the flap. Volunteers who have received the Safety Award pin, and wish to wear the U.S. flag pin, may attach the Safety Award pin on the left pocket flap of the uniform shirt or formal jacket one inch to the right of the left edge and centered midway between the top and bottom of the flap.

(c) The U.S. flag pin may be attached to the left pocket flap of the uniform shirt or formal jacket one inch to the left of the right edge and centered midway between the top and bottom of the flap.

(2) Right Pocket. No more than three departmentally authorized pins are allowed for wear on the right pocket of the uniform shirt or formal jacket at any time.

(a) Volunteers may choose which three pins they elect to wear from the pins they have earned.

(b) Pins are to be placed on the right pocket flap, beginning on the inside and working out.

(c) If multiple pins are worn, the smallest pin is to be worn in the middle above the button.

- (d) No pins are to be worn above the name tag.
- (3) The following pins are approved to be worn on the senior volunteer uniform:
  - (a) Senior Volunteer of the Year pin.
  - (b) First Aid pin.
  - (c) Senior Volunteer Academy Commencement pin.
  - (d) United States Flag pin.
  - (e) Safety Award pin.
  - (f) Command Specific pin (pin design and designation reserved for the Area level).

d. Basic Uniform and Equipment. For volunteers assigned to field duties, the duty uniform shall be the same as mentioned above with the following additions:

(1) Radio extender holder. A small supply of extra extender holders may be requisitioned from Supply Services Unit (SSU) for use by all senior volunteers. Extender holders are to be shared by all senior volunteers through a checkout/check-in process and not individually assigned to volunteers. Extender holders shall be considered state property.

(2) Flashlight holder and flashlight for use during hours of darkness. A small supply of extra flashlights and flashlight holders may be requisitioned from SSU for use by all senior volunteers. Flashlights and flashlight holders are to be shared by all volunteers through a check-out/check-in process and not individually assigned to volunteers. Shared flashlights and holders shall be considered state property.

(3) Orange vest, if assigned to traffic control in the presence of an officer. A small supply of orange vests may be requisitioned from SSU for use by senior volunteers through a check-out/check in process. Vests are not to be individually assigned to volunteers. Shared vests shall be considered state property.

e. Civilian Attire. If volunteers are authorized to wear civilian attire while on duty, clothing shall reflect a well-groomed professional business appearance.

(1) While wearing civilian attire, the volunteer shall have in his or her possession the following items:

- (a) Departmental SVP ID card (Annex G).
- (b) Valid California driver license (if approved to drive state vehicles).

(2) Inappropriate or unusual slogans, pictures, or designs on the outer clothing of civilian attire shall not be permitted.

f. Foul Weather Gear. Commands may provide or requisition departmental rain gear (if available) for use by senior volunteers. Departmental rain gear is to be shared by volunteers and not individually assigned. Volunteers may purchase their own foul weather and cold weather gear at their own expense, or through their non-profit corporation, provided it meets all departmental standards and requirements. Foul weather gear provided by the Department shall be considered state property.

g. Prohibited Items. While representing the Department, volunteers shall not wear any of the following items even if the volunteer is otherwise authorized to do so (e.g., a retired law enforcement officer). If the volunteer has a question regarding an item not listed below, the Area commander or coordinator shall determine whether or not the item is authorized to be worn. The following list is not all inclusive:

- (1) Firearm, firearm holster, or ammunition case.
- (2) Sam Browne belt.
- (3) PR-24 baton or PR-24 baton ring.
- (4) Handcuffs or handcuff case.
- (5) Leather billy, police club, or any other similar item.
- (6) Any type of badge or emblem other than that allowed by this manual.
- (7) Knife or knife case.
- (8) Pepper spray, mace, or any similar item and its corresponding case.
- (9) Stun gun.

h. SVP Badges and Cap Pieces. SVP badges and cap pieces shall be permanently numbered and assigned to the Area. Areas will be responsible for their accountability. Areas may provide and assign badges and cap pieces, as needed, to each volunteer for the duration of their assignment to the Area or the Area can establish a check in/check out procedure and the volunteers can obtain this equipment upon arrival for their assignment. SVP badges and cap pieces provided by the Department shall be considered state property.

(1) Badge numbers shall be sequentially issued by the Area SVP coordinator in a six digit sequence. The first digit shall be the letter "V" which represents the senior volunteer designation. The next three digits shall be the three numbers identifying the Area command the volunteer originally joined. The last two numbers shall be the sequential order (seniority) in which the volunteer joined the command. For example, badge number V33003 is a volunteer (V) who originally joined the Redwood City Area SVP Program (330) and was the third volunteer to join the program (03).

(2) All volunteers who transfer to a different Area command shall retain their original badge numbers.

THIS PAGE INTENTIONALLY LEFT BLANK