

**CHAPTER 11**  
**UNIFORM CHANGES**  
**REVISED APRIL 2024**  
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**CHAPTER 11**  
**UNIFORM CHANGES**

1. CHANGES TO UNIFORMS.

a. Uniform Change Proposals.

(1) Procedure. All proposals for uniform or equipment changes, additions, or deletions shall be submitted through channels to the Office of Assistant Commissioner, Staff (ACS), on a memorandum (Refer to Annex A.) By necessity, each uniform proposal memorandum shall be different and unique.

(2) Format/Content of Uniform Change Proposal.

(a) Opening paragraph briefly explaining the purpose of the memorandum.

(b) Background on the issue or item prompting the proposal.

(c) Detailed explanation of issues/problems associated with the current uniform/equipment item.

(d) The proposed change/solution.

(e) Description of research and testing conducted in support of the proposal and feedback received from the individuals involved.

(f) Photographs, drawings, supporting literature, and/or a sample of the proposed item.

(3) Proposal Review Process.

(a) Each level of review should attach a cover memorandum indicating the proposal has been received, reviewed, and is being forwarded in accordance with this chapter. The cover memorandum may indicate support or opposition on the part of the reviewing command; however, such information is not required.

(b) All proposals shall be submitted through channels to ACS for consideration.

(c) Upon approval, ACS will route the proposal to the Academy for evaluation.

b. Uniform Testing and Evaluation. The Academy is responsible for the coordination of testing and evaluating proposed uniform and equipment items.

c. Uniform Garment Test Procedures.

(1) Evaluation. Manufacturers submitting uniform garments for evaluation are required to provide the Department with a minimum of 16 garments.

(2) Selection of Test Areas. The Academy shall coordinate with field Divisions when selecting test Areas. The Areas selected for testing should have contrasting climatic conditions.

(3) Evaluation Report. Officers participating in the test shall wear the uniform garment as specified and provide the Academy with evaluation reports. Supervisors shall also provide an evaluation of the garment at regular intervals as specified.

(4) Laboratory Tests. Laboratory tests are required for all uniform/equipment items manufactured from materials not presently approved by the Department. The tests shall be performed at the manufacturer's expense and shall compare the Department-approved material and the material submitted for evaluation. Laboratory tests shall be performed by a laboratory acceptable to the Department.

(5) Additional Tests. The Department reserves the right to perform additional tests and/or extend the test period if deemed necessary.

**ANNEX A**

**SAMPLE UNIFORM CHANGE PROPOSAL MEMORANDUM**

State of California

Transportation Agency

**M e m o r a n d u m**

Date: *Current date*

To: *Appropriate chain of command*

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
*Originating command*

File No.: *Signatory's Location Code.Signatory's ID.Composer's ID.File Name*

Subject: **UNIFORM CHANGE PROPOSAL – TITLE SUCCINCTLY DESCRIBING  
UNIFORM/EQUIPMENT PROPOSAL**

*Opening paragraph briefly explaining the purpose of the memorandum.*

**BACKGROUND**

*Provide background information on uniform/equipment item prompting the proposal.*

**ISSUES**

*Explain in detail issues/problems associated with current uniform/equipment item.*

**PROPOSAL**

*Provide detailed description of proposed change(s).*

*Describe research and testing conducted in support of the proposal, and feedback received from the individuals involved.*

**RECOMMENDATION**

*Summarize proposal and ultimate benefits/goal.*

*Closing sentence.*

*SIGNATORY, Rank  
Title*

**Safety, Service, and Security**  
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