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Uniform Inspections and Associated Form (SFPD 587)


The purpose of this bulletin is to update members on the department's uniform inspection policy and introduce a new form, *Uniform Inspection Form*, SFPD 587.

This form was created to standardize the inspection process with the goal of ensuring that uniformed employees are readily identifiable to the public through the proper use and wear of department uniforms. Uniforms are to be worn in compliance with the specifications set forth in DGO 10.01, *Uniform and Equipment Classes*.

Supervisors shall perform periodic (at least once a month) inspections of their personnel to ensure the proper "Uniform of the Day" is worn and conforms to DGO 10.01. Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and professionally pressed. **All inspections will be documented on the attached Uniform Inspection Form (UIF) and retained at the respective station for two years**, in accordance with the department's record destruction schedule.

Employees shall familiarize themselves with specific uniform guidelines detailed in DGO 10.01 to ensure that the proper "Uniform of the Day" and other department authorized uniform and equipment is present and functioning.

Members of the Staff Inspection Unit (SIU) will utilize the UIF to conduct random uniform inspections at District Stations as directed by the Chief of Police or designee. Members of the SIU shall review UIF's retained at District Stations at the time of these inspections.


WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.



San Francisco Police Department Uniform Inspection Form



Safety with Respect

Employee:

Division/Unit/Squad:

Inspected by:

Date:

Equipment	Acceptable	Not Acceptable	Not Inspected	Note/Missing	Corrected Date
Portable Radio (Pic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
OC Spray # Exp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Body Worn Camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dept. Issued Handgun & ALS Holster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Magazines (3) & Bullets (37)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Handcuffs, Case & Key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Citation book & Ink Pad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Notebook & Business Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Baton or Expandable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Miranda Warning Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dept. Issued Gloves & Flash Light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dept. Issued Cell Phone & RSA Token	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hobble, Whistle & Call Box Key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Police ID (current) & CDL (valid)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Riot Helmet with Star & 36" Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Uniform					
Shirt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Pants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Black or Dark Blue T-Shirt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Star & C.I.T. Pin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name Plate or Approved Embroidery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gun Belt, Keepers & Baton Ring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Black Shoes/Boots (shined)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Black or Dark Blue Socks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dept. Issued Jacket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dept. Issued Ballistic Vest Exp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dept. Approved Field Sweater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Service Cap or SFPD Ball Cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
BDU Shirt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
BDU Pants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appearance/Grooming					
Hairstyle/Length (neat, clean, trimmed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Facial Hair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fingernails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jewelry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Office Work Area					
Neat/Clean/Orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Free of Inappropriate items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Workable Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		