



**SOUTH COAST BRITISH COLUMBIA
TRANSPORTATION AUTHORITY
POLICE SERVICE**

UNIFORMS, INSIGNIA & DRESS STANDARDS

Effective Date: September 12, 2005

Revised:

POLICY

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) and its Members will comply with the uniform standard of the Police (Uniforms) Regulations of the BC Police Act.
2. Uniform dress for SCBCTAPS Members will be of a pattern authorized by the South Coast British Columbia Transportation Authority Police Board (Police Board), consistent with the Police (Uniforms) Regulations.
3. Members will wear only issue uniform while on duty, except as authorized otherwise by the Chief Officer.

Civilian/Business Dress

4. SCBCTAPS personnel will comply with TransLink business attire guidelines, as adapted for SCBCTAPS and set forth in this chapter.

Note: *The TransLink traditional and casual business attire guideline is meant to: foster a professional image of TransLink, meet the requirements of a specific work place, and encourage a healthy environment that will ensure compatibility with work colleagues, customers, shareholders and the business community.*

Service Colours

5. The official colours of the South Coast British Columbia Transportation Authority (SCBCTAPS) are blue, white and gold.

Badges

6. The SCBCTAPS will adopt the following versions of cap and pocket badges as official issue equipment.
 1. **Pocket Badge** – Gold colour, approximately 4.2 centimetres (cm) wide, 7 cm high with red crown, royal blue scroll, white dogwood with green leaves and gold, blue and white Shield of Arms, encircled by the SCBCTAPS motto in royal blue.
 2. **Cap Badge** – silver colour, approximately 4.2 cm wide, 6.5 cm high with red crown, royal blue scroll, white dogwood with green leaves and gold, blue and white Shield of Arms, encircled by the SCBCTAPS motto in royal blue.

South Coast British Columbia Transportation Authority Police Service Policies and Procedures Manual

Medals and Decorations

7. Members entitled to medals or decorations may wear the appropriate ribbons while in Duty Uniform.
8. Members entitled to medals or decorations may wear the appropriate miniature medals while in Mess Dress (or in dress uniform authorized for wear at mess functions).
9. Members other than Officers may wear service stars, one for each five years of SCBCTAPS service, on their Dress Uniform.

Authorized Equipment

10. Members will carry only SCBCTAPS issued or authorized equipment.

Identification

11. As a law enforcement officer, while on duty Members are required to carry their issue identification card and badge, and in an easily accessible place.

REASON FOR POLICY

12. To provide direction on the appropriate uniform dress and method of displaying medals and insignia.
13. To maintain a high standard of dress and deportment for Members, and a professional policing environment.
14. To provide direction on the allocation of police badges and identification, and Member responsibilities.
15. To foster a professional image of SCBCTAPS and TransLink, and for all SCBCTAPS personnel to dress in a manner consistent with the nature of work performed and appropriate to the work location.

PROCEDURES**UNIFORMS****Duty Uniform**

16. Members will be issued a duty uniform, which includes:

1. issue or authorized boots or shoes,
2. shirts (long and short sleeve),
3. T-shirts (long and short sleeve)
4. trousers (cargo pants),
5. patrol jacket & fleece liner,
6. forage cap and rain cap cover,
7. tie and tie tack,
8. body armour and carrier,
9. gloves.

17. Members will be issued duty equipment, which includes:

1. belt(s) and belt keepers,
2. firearm and ammunition,
3. firearm holster and magazine pouches,
4. handcuffs, handcuff key and double handcuff holder,
5. radio pouch and lapel microphone holder,
6. flashlight holder,
7. baton and swivel holder,
8. OC spray and holder,
9. silent key carrier,
10. ticket book carrier and cover,
11. notebook and notebook cover,
12. any other equipment necessary or appropriate for the patrol function.

Special Duty Uniforms

18. The Chief Officer or his designate may authorize Members to wear special duty uniforms as operational circumstances dictate.

Formal Uniform

19. Formal dress order of the SCBCTAPS is as follows:

1. **Dress Order #1 (Full Dress) – All ranks:**
 - a. cap,
 - b. dark blue dress tunic, with royal blue piping,
 - c. dark blue cloth belt, with blue piping – silver SCBCTAPS buckle,
 - i. Chief Officer and Deputy Chief Officer – dark blue cloth belt, with blue piping – gold SCBCTAPS buckle,
 - d. Silver SCBCTAPS shoulder bars and collar dogs,
 - i. Chief Officer and Deputy Chief Officer – gold SCBCTAPS shoulder bars and collar dogs,
 - e. formal trousers (wide stripe) – suspenders,
 - f. plain black oxfords or congress shoes,
 - g. white gloves (inclement weather – black leather gloves),
 - h. full size medals – worn as outlined in this chapter,
 - i. medals will be worn at parades, formal ceremonies or functions,

- i. white shoulder lanyard (gold lanyard for Senior Officers) around left shoulder, and
 - j. rank insignia.
2. **Dress Order #2 – Executive Officers:**
 - a. cap,
 - b. dark blue administrative tunic with matching waist belt,
 - c. white uniform shirt (worn with or without tunic)
 - d. trousers with black “maple leaf” stripe,
 - e. plain black oxfords or congress shoes,
 - f. rank insignia, and
 - g. ribbons.
3. **Dress Order #2A – Executive Officers:**
 - a. cap,
 - b. dark blue administrative tunic with matching waist belt,
 - c. white uniform shirt (worn with or without tunic)
 - d. trousers with narrow blue stripe,
 - e. plain black oxfords or congress shoes,
 - f. rank insignia, and
 - g. ribbons.
4. **Dress Order #2B (Mess Dress) – Executive Officers:**
 - a. cap,
 - b. dark blue mess jacket,
 - c. white tuxedo shirt,
 - d. blue cumberbund,
 - e. trouser with narrow blue stripe,
 - f. plain black oxfords or congress shoes,
 - g. black bow tie,
 - h. white gloves, and
 - i. miniature medals and rank insignia.

DRESS AND DEPARTMENT

20. Members will:

1. maintain at their report location, and in proper order and fit, at least one complete duty uniform,
2. keep uniforms clean and in good repair, and
3. not wear a mix of uniform and civilian clothing while on duty.

21. Members will wear the forage cap:

1. as required by the Chief Officer or designate,
2. when dress uniform is worn, and
3. when attending ceremonial and official functions, such as parades, funerals, ceremonies and inspections.

22. An issue tie (with tie tack) or issue black turtleneck will be worn when wearing a long sleeve uniform shirt.
23. Members will wear the issue tie at official functions which include:
 1. funerals,
 2. ceremonies,
 3. inspections, and
 4. other functions as directed by the Chief Officer.
24. While the wearing of the forage cap and tie is not mandatory for regular duties, the SCBCTAPS, in the interest of demonstrating a professional appearance, encourages Members to wear the forage cap at all times, and forage cap and tie whenever the long-sleeved uniform shirt is worn.
25. Senior Officers (in the confirmed rank of Inspector or above) will wear the issue white shirt and dark blue tie when in uniform. The duty uniform blue shirt may be worn at the discretion of the Chief Officer.
26. Uniform trouser length should be at 2.5 cm from the floor, unless there is an operational reason for variance.
27. If it is necessary to wear a scarf, it will be navy blue. Socks will be navy blue or black. Hosiery will be a neutral or navy blue shade.
28. Members in uniform will not wear visible necklaces. Members may wear one pair of plain gold or silver stud earrings in pierced ears.

Seasonal Dress

29. Between March 30th and October 15th, Members may wear the issue black t-shirt, or authorized equivalent black t-shirt, under the uniform shirt. Between October 16th and March 29th, Members may wear an issue black turtleneck under the uniform shirt. Members wearing any long-sleeved undershirt will wear a long-sleeved uniform shirt. T-shirt sleeves are not to protrude below the uniform sleeve.

Wearing of Dress Uniforms

30. Dress Order #1 will be worn by Members when attending formal functions, ceremonies, participating in parades or as required at the direction of the Chief Officer.
31. Dress Order #2, #2A and #2B will be worn only by Executive Officers as required.

Court Appearance

32. Members may wear uniform dress or civilian dress while attending court.
33. Uniform dress for attending court will be:

1. uniform shirt (with issue black turtleneck or issue tie if long-sleeved),
 2. uniform trousers,
 3. duty belt and sidearm to be removed at the request of the court, and
 4. forage cap will not be worn inside the courtroom unless assigned to court duties.
34. Between March 30th and October 15th, Members attending court in a long-sleeved uniform shirt will wear either an issue black turtleneck with open collar, or issued uniform tie with closed collar.
35. Civilian dress for attending court will be:
1. male personnel – business suit or sports jacket and slacks, shirt and necktie,
 2. female personnel – dress, pant suit, dress pants or skirt, and blouse or sweater, or combinations, with appropriate accessories.
36. When requested by the presiding judge or justice of the peace, Members will not wear a sidearm while giving evidence in court. Members will coordinate with Sheriffs to secure their sidearms.
37. Members attending court as defendants will appear in civilian dress.

Alterations

38. Members will not make any modifications to the issue uniform and accessories.
39. When a Member's weight or build changes so that the uniform clothing and accoutrements no longer provide a satisfactory fit, application may be made for alteration or replacement of the uniform.

Discarded Uniform

40. Member will remove all insignia, uniform buttons, and all means of personal identification from any uniform clothing that is to be discarded.

Emblems and Trinkets

41. Members in uniform or in civilian dress may wear the following as appropriate:
1. Remembrance Day poppy emblem,
 2. National emblem, and
 3. Police memorial ribbon.
42. Approved emblems will be worn behind the left button of the forage cap or on the left lapel.
43. Any item that detracts from the uniform or civilian dress, or that could endanger the safety of a Member, will not be worn.
44. The wearing of any item, save the Remembrance Day poppy and National emblem, not issued to a Member will be with the permission of the Chief Officer.

CIVILIAN/BUSINESS DRESS

45. As required by TransLink policy, all SCBCTAPS personnel have a personal responsibility when at work to dress appropriately and show a level of respect to their colleagues. Personnel need to use good judgment, taking into consideration that:

1. this is a workplace,
2. personnel should present themselves in a manner that is respectful to themselves and others,
3. good grooming and personal hygiene are expected from all personnel,
4. to ensure a clean-air environment, care should be taken not only with personal hygiene but also the use of perfume and cologne,
5. all clothing must be clean and in good repair,
6. types of clothing that would be worn to the gym, beach or to clean the garage is likely not appropriate to wear at work.

46. Traditional business attire will be worn by SCBCTAPS personnel (sworn and civilian) unless otherwise specified by management or SCBCTAPS policy. Examples of business attire include, but are not limited to:

1. suits,
2. jackets,
3. dress shirts with ties,
4. dress pants,
5. dresses,
6. skirts and blouses,
7. sweaters,
8. issue uniforms.

47. When Members are on duty outside of police headquarters and in civilian dress, side arms and handcuffs will be worn in such a manner that they are not visible to the public.

48. Casual business attire will be optional for SCBCTAPS personnel on Friday of every week, unless otherwise indicated by management or this policy. However, on office-wide business casual days, personnel need to exercise discretion in determining whether traditional business attire is required due to the work demands in their section on a particular Friday. Some examples of acceptable casual business attire include, but are limited to:

1. Acceptable:
 - a. golf shirts,
 - b. khakis, casual dress pants,
 - c. dressy jeans,
 - d. dressy t-shirts,
 - e. dress sandals.
2. Unacceptable:
 - a. shirts or jackets with lewd or offensive graphics or logos,

- b. gym shorts, cut-offs, short shorts,
- c. ripped or dirty jeans,
- d. beach or locker room sandals (i.e. flip-flops, rubber slip-ons),
- e. clothing that is too tight,
- f. revealing attire such as tank tops, crop tops or anything made of see-through material,
- g. jogging suits, sweat pants, "tear-away" pants.

MANAGEMENT/SUPERVISOR RESPONSIBILITIES

49. Managers/Supervisors are responsible for dress, appearance and deportment of all SCBCTAPS personnel under their supervision, consistent with maintaining a high standard throughout the SCBCTAPS.
1. Supervisors have the responsibility to discuss and affect changes with an employee on a personal and private basis where they think an employee's attire or personal hygiene is not appropriate.
50. Supervisors may authorize exceptions to the dress standards as necessary for special duty assignments.

IDENTIFICATION

51. A cloth badge bearing the Member's badge number will be worn above the right breast pocket (sewn on, centered) of all uniformed Members, and will be worn by the Executive Officers on their duty uniform.
1. The Member's badge number is also shown (cloth badge sewn on) on all SCBCTAPS issue patrol jackets, fleece jacket and external body armour carrier.
52. Wearing of a nameplate by Executive Officers will be at their discretion. Nameplates will be gold coloured metal with black lettering and SCBCTAPS crest, and worn over the right breast pocket or on the right pocket flap, properly centered.
53. Members will be issued: pocket badge (marked with SCBCTAPS crest, "POLICE" and Member's number), identification card (wallet sized), and black identification holder.
54. Members will use SCBCTAPS issue business cards, unless otherwise authorized by the Chief Officer.

Identification Cards

55. When a Member changes their name, they will obtain a new identification card.
1. The Member will submit a request to the Policy & Planning Manager, who will be responsible for forwarding the request for a new identification card to Police Services Division (PSD).

56. A Member will obtain an updated photograph and identification card with each renewal of their designated constable appointment (usually five year term).
1. The Uniform/Equipment Coordinator or other SCBCTAPS personnel designated by the Chief Officer will be responsible for obtaining a current photo of the Member for submission to PSD with the SCBCTA Police Board's request for renewal of designated constable appointment. (The new identification card is issued by PSD.)

Identification of Members

57. Uniform Members will not conceal their identity or hesitate to provide their surname, badge number and rank when requested to do so, unless it interferes with officer safety.
58. Plainclothes Members will, unless involved in operational duties that require concealing their identity, comply with requests to identify themselves.

INSIGNIA

Service Stars

59. Service Stars will be a cloth, 5 point star, and silver, not larger than 1.9 cm in size.
60. Service stars will be worn centered on the left sleeve of the dress uniform, with the top point 14 cm below the shoulder seam for Members 171 cm or taller, and 12.7 cm below the shoulder seam for Members under 171 cm.
61. Members wearing more than four service stars will wear them in two rows, with the top point 12.7 cm below the shoulder seam for Members 171 cm or taller, and 11.4 cm below the shoulder seam for Members under 171 cm. The upper row will be centered over the lower row.
62. When more than one service star is worn, they will be arranged so that both the side and lower points are immediately adjacent to those of the other stars, so that the row of stars forms an upward arched curve.
63. When a Member has been awarded the Police Exemplary Service Medal, that Member may continue to wear service stars.

Rank Badges

64. Members holding the substantive rank of Sergeant or Staff Sergeant will wear the appropriate rank badge on both sleeves of shirts and jackets, while in Duty Uniform. The rank badges will be centered on the sleeve, and located midway between the elbow and the shoulder seam of the garment.
65. Members holding the substantive rank of Sergeant or Staff Sergeant will wear the appropriate rank badge, on the right sleeve only, while in Dress Uniform. The rank badge will be centered on the sleeve, with the top of the Sergeant's chevron 12 cm

below the shoulder seam, and the top of the Staff Sergeant's chevron 14 cm below the shoulder seam. These measurements will be reduced by 1.5 cm for Members less than 171 cm tall.

66. Members acting in the rank of Sergeant or Staff Sergeant will wear epaulette slip-ons, bearing the appropriate rank, on both shirts and jackets, of the Duty Uniform. Members will not display an acting rank on the Dress Uniform.

Pistol Qualification Badges

67. The pistol qualification badges of Crossed Pistols, or Crossed Pistols with Crown, will be worn on the lower left sleeve of the dress uniform tunic, .5 cm above the piping.

Sergeant-Major Appointment Badge

68. The Sergeant-Major appointment badge will be worn centered on the lower right sleeve of the dress uniform tunic, .5 cm above the piping. The badge will consist of a full-colour crown centered over four inverted chevrons, with crossed sabers below.

Funerals - Official Mourning

69. Members will wear a mourning sleeve band on their uniform when officially attending civil, police or military funerals or in ceremonial services related to a funeral.

1. For mourning purposes, a black crepe or broadcloth band 6 cm wide will be worn on the left sleeve midway between the shoulder and elbow.

70. The mourning band will not be worn at the following:

1. unveiling of memorials, and
2. Remembrance Day services.

Medals

71. Medals and decorations, when ordered, will be worn on the left breast in the order of precedence issued by the Governor General of Canada.

72. Medals will be worn on dress uniforms as follows:

1. single horizontal row, overlapping when necessary due to the number,
2. suspended reverse side outward by their ribbon from a detachable bar which will not be visible,
3. ribbon length will be 5 cm unless the position of clasps necessitates this being longer, and
4. when two or more ribbons are worn, the length of ribbons will be adjusted so that the lowest edges of all medals are in horizontal alignment.

Medal Ribbons

73. Medal ribbons, which are 1 cm in depth, will be worn in the same order of precedence as for medals, commencing with the top ribbon nearest the center of the chest.
74. Medal ribbons will also be worn on the uniform shirt mounted on a detachable ribbon bar and pinned on the left breast centred directly above the seam of the pocket flap.
75. Ribbons will not overlap and are to be worn in a row, one above the other, as closely as possible and immediately above the left breast pocket.
76. Ribbons may not project beyond the shoulder seam and no row of ribbons is to be shorter than the one above it, with the top-most ribbon to be centered.
77. The maximum number of ribbons in a row is four on the bottom and four on the top.
78. If seven ribbons are to be worn, there will be four on the bottom and three on the top, and eight ribbons are to be worn four in each row.
79. Medals of civilian societies (such as Royal Humane Society) will be worn on the right breast.

[See also: AC170 – Service Recognition, Collective Agreement]