



# 15-16 Uniform, Equipment and Appearance Standards

**Status:** Amended

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## Rationale

The Toronto Police Service (Service) uniform is readily recognized and respected within the community we serve.

This Procedure sets out the approved uniform, equipment and appearance standards for members. These standards have been developed to ensure compliance with specific legislation and for maximizing safety.

As such, it is imperative that members who wear a uniform of the Service do so with pride and adhere to the standards set out by the Service.

All members shall have all the articles of Service issued clothing and equipment required for uniform duties at the ready, regardless of the current function to which they are assigned.

## Procedure

This Procedure sets out uniform and appearance standards as described in the following appendices

- Appendix A Uniform and Equipment Standards – Uniformed Command Officers and Uniformed Senior Officers
- Appendix B Uniform and Equipment Standards – Police Constable to Staff Sergeant (includes Police Constables, Sergeants/Detectives, Staff Sergeants/Detective Sergeants)
- Appendix C Uniform and Equipment Standards – Uniformed Civilian Members (includes Cadets–in–Training, Parking Enforcement Officers, Court Officers, Special Constables, Document Servers, Station Duty Operators and Duty Desk Operators) & Civilians Requiring Standardized Work Wear (Fleet and Materials Management, Infrastructure Services, Facilities Management, Property & Video Evidence Management)
- Appendix D Uniform and Equipment Standards – Auxiliary Members and Volunteers
- Appendix E Uniform and Equipment Standards – Officers – Specialized Functions
- Appendix F Appearance Standards – Officers and Civilian Uniformed Members
- Appendix G Wearing of Decorations and Medals
- Appendix H Wearing of Name Badges

Appendices A to D above contain the approved order of dress for each category and list the various articles of issued uniform and equipment. Also listed are the approved non–issued articles of uniform and equipment and a description of how specific articles of issued clothing and equipment are to be worn.

# Chapter 15 – Incident Response (Use of Force/De-Escalation) & Equipment

Appendix E contains various articles of uniform and equipment issued when performing specific duties including bicycle and motorcycle duties.

A listing of the approved uniform and equipment for specialized units will be maintained and updated as required at the unit level. Specialized Operations Command will maintain a listing of all approved uniform and equipment, for specialized units. The listings of uniform and equipment contained in the appendices of this Procedure will be amended as required by Strategy Management – Governance.

Members shall not purchase, acquire, wear or use any item of clothing or equipment that has not been approved by the joint management/association Clothing and Equipment Committee and authorized by the Chief of Police.

Any jewellery or non-issued articles lost, stolen, damaged or destroyed shall not be repaired or replaced at the expense of the Service, except when otherwise authorized by the Chief Administrative Officer.

## Appearance Standards

### Order of Dress

The order of dress for uniform members include

- Uniform of the Day
- Formal
- Mess

<b>Uniform of the Day – Operational</b>	<p>To be worn by members during regular duties including court and when directed by the Chief of Police. Includes seasonal variations.</p> <p>With the permission of the Chief of Police, specialized units, including but not limited to *Specialized Emergency Response – Emergency Task Force (ETF), Specialized Emergency Response – Marine, Specialized Emergency Response – Police Dog Services, Emergency Management &amp; Public Order, the Chief’s Ceremonial Unit, and Traffic Services, may deviate from the prescribed uniform due to the function being performed. Specialized Operations Command will maintain a current listing of approved items of clothing and equipment for each specialized unit.</p> <p>Members performing specialized functions such as bicycle duties and motorcycle/ATV duties may also deviate from the prescribed uniform, with the permission of the Chief of Police. (Refer to Appendix E)</p> <p>Each deviation from the standard uniform of the day must be requested in writing and authorized by the Chief of Police.</p> <div style="background-color: black; height: 15px; width: 100%; margin-top: 10px;"></div>
<b>Uniform of the Day – Administrative</b>	<p>To be worn by members during regular duties performed in a secure area of a police facility, including when attending the Toronto Police College for training, unless otherwise instructed, or when an officer has a medical exemption from carrying a service weapon. An armed member must accompany members wearing the “Administrative Uniform of the Day” when not in a secure area.</p> <p>The following equipment is not required with Administrative dress</p> <ul style="list-style-type: none"> <li>• baton – ASP collapsible and scabbard</li> <li>• bio hazard pouch and mask</li> <li>• firearm, holster and magazine pouch</li> <li>• flash light and holder</li> </ul>

## Chapter 15 – Incident Response (Use of Force/De-Escalation) & Equipment

	<ul style="list-style-type: none"><li>• gunbelt and keepers</li><li>• handcuffs, handcuff pouch and handcuff key</li><li>• OC spray and holder</li><li>• portable radio case and holder</li><li>• soft body armour and carrier</li><li>• taser and holster</li><li>• whistle</li></ul> <p>Members have the option of wearing black leather oxfords in lieu of dress boots.</p>
<b>Formal</b>	<p>To be worn by members when being presented to the Toronto Police Services Board or appearing before a promotional board, attending a police funeral, a church service or an awards ceremony, and when directed by the Chief of Police.</p> <p>Some articles of clothing and equipment are available on loan from Fleet &amp; Materials Management (FLT) and must be returned as directed by FLT.</p>
<b>Mess</b>	<p>To be worn by Command Officers and Senior Officers when attending a mess dinner, an evening function and when directed by the Chief of Police.</p>

### Court Dress – In Uniform

When attending court in uniform, members shall wear the uniform of the day, except that of the multi-purpose patrol jacket (bomber style) and rainwear shall not be worn when giving evidence.

Members who have been assaulted or obstructed while in uniform, in the execution of their duties, shall appear in court respecting such charge in the uniform of the day.

### Court Dress – Not in Uniform

Members attending court while not in uniform shall be neat and clean in appearance and wear

- a two or three piece suit, shirt, tie, dress socks and dress shoes, or
- a sport jacket or blazer, trousers, shirt, tie, dress socks and dress shoes, or
- a jacket, skirt, blouse/sweater, appropriate hosiery and dress shoes, or
- a dress, appropriate hosiery and dress shoes, or
- a jacket, slacks, blouse/sweater, appropriate hosiery and dress shoes.

### Summer Dress

The summer dress options will be in effect during the period of April 01 to October 31. For the purposes of this Procedure any date outside of the summer dress period shall be referred to as winter.

During this period, members in uniform, wearing the uniform of the day (administrative or operational), have the option of not wearing a tie. This option is not available to Uniformed Senior Officers and Uniformed Command Officers.

Although long-sleeved or short-sleeved shirts may be worn, the best method of preventing acute exposure to UV radiation is by limiting exposure. Use of a short-sleeved shirt and sunscreen would achieve this objective while mitigating the risk of heat stress.

Only the collar button of the uniform shirt shall be left open when the tie is not worn. Furthermore, if the member chooses to wear a T-shirt underneath the uniform shirt, no part of the T-shirt may be visible.

## Chapter 15 – Incident Response (Use of Force/De-Escalation) & Equipment

When climatic conditions demand that other authorized article of uniform is worn as the exposed article of clothing, the no tie option is still available with the 'Uniform of the Day' order of dress.

### Member

1. When performing non-uniformed duties shall be neat, clean and attired in court dress unless otherwise directed by their Unit Commander.
2. When required to perform duties in uniform shall
  - wear issued articles of uniform and equipment and/or the non-issued clothing and equipment approved by the Chief of Police as contained in this Procedure
  - parade for duty at scheduled time unless otherwise instructed
  - wear the issued reflective vest when performing traffic duties, high visibility activities or as directed by a supervisor
3. When issued with articles of uniform and/or equipment shall
  - be responsible for the good care, serviceable condition and safe storage of issued articles of uniform and equipment, including temporarily assigned items
  - keep uniforms clean and pressed
  - keep leather boots and equipment polished, as applicable
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - not use articles of uniform or equipment issued to another member, nor lend their issued articles of uniform and equipment to another member, except when authorized by a supervisor
  - not use or wear their issued uniform or equipment while off-duty without obtaining prior approval from the Chief of Police, except when commuting to and from work
  - not apply any substance to, or alter, any article of uniform or equipment so as to affect its reissuance
4. While in uniform, officers carrying firearms shall comply with Procedure 15-03.
5. While in uniform, members shall
  - at all times be clean and tidy in appearance
  - at all times wear their approved headdress in the prescribed method (refer to Appendix F), except when in a Service building, when driving or riding in a Service vehicle or in circumstance when courtesy dictates
    - ➔ *Members may exercise discretion on the type of approved headdress they decide to wear, as approved for weather conditions of the day.*
  - at all times Sikh members wear their approved headdress in the prescribed method (refer to Appendix F), except when in a Service building may wear their Dastar (turban) without the band or badge, unless otherwise directed
  - at all times wear their issued name badges in compliance with Appendix H
  - only wear hose and/or scarves of plain black or plain navy blue
  - only wear plain black gloves except for traffic duties, parades or designated functions
  - not wear other than authorized apparel exposed to view
  - not carry parcels, umbrellas or other articles except as required in the performance of duty
  - not conceal from view or remove their issued numerals from its prescribed location on their headdress or epaulette sleeves, from the prescribed outerwear or shirt
  - not wear any substitute article of uniform or equipment except as authorized by the Chief of Police

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- not wear jewellery other than a wristwatch, rings, Medic–Alert bracelet, health-benefit type items, or a maximum of two plain stud type gold or silver earrings, one stud per ear lobe. No other visible body piercing shall be allowed
    - ➔ *Members may wear a necklace with a religious pendant provided it is not clearly visible or noticeable.*
  - not wear excessive facial or other make–up
  - when required to wear prescription glasses, only wear glasses of a conservative design and colour
    - ➔ *Members may, when necessary, wear sunglasses provided they are of a conservative design and colour. Mirror–type lenses shall not be worn while in uniform.*
  - not display any tattoo or body art that is likely to bring discredit upon the reputation of the Service including tattoos that
    - depict nudity or violence
    - use profane words or phrases
    - may be perceived as gang related
    - may contravene any section of the Ontario *Human Rights Code*.
6. When assigned to a uniform function, members
- may wear sideburns, beard, goatee and moustache as specified in Appendix F
  - shall keep their hair, sideburns, beard, goatee and moustache neat, clean, well-trimmed and in compliance with Appendix F
  - required to wear any operational equipment for personal safety or to perform an assigned task, shall modify their facial hair, in whole or in part, to accommodate the wearing of equipment which specifies any facial hair restrictions
  - shall be cognizant of their responsibilities as found in the *Occupational Health and Safety Act* and these responsibilities shall not be compromised by the wearing of facial hair
7. When assigned to a uniform function, members shall
- keep their hair neat, clean and well–groomed
  - ensure hair does not fall below the lower edge of the uniform collar
  - if hair is longer than prescribed standard, pin and place hair underneath the forage cap, or
  - ensure that longer hair is tied neatly in a bun below the forage cap so not to interfere with the proper wearing of the forage cap
  - ensure hair holding devices do not interfere with the proper wearing of the forage cap
    - ➔ *Hair holding devices are authorized only for the purpose of securing the hair and must be plain in colour or as close to the member’s hair colour as possible. Members shall not use hair holding devices for decorative purposes.*
    - ➔ *Authorized hair holding devices include, but are not limited to, barrettes, pins, clips, hair ties/bands, or plain scrunchies (elasticized hair bands covered with material).*
- ensure their hair does not impair their vision
  - comply with Appendix F
8. When assigned to a non–uniform function, officers may request to deviate from the prescribed standards of appearance by completing a TPS 779 approved by their Unit Commander.
9. Members initiated in the Sikh religion may wear the 5 Kakaars or 5 Ks. These physical symbols of Khalsa are the Kesh, Kanga, Kara, Kachhera and Kirpan (which will be no more than 19.05 cm (7.5 inches) in length). The Kesh (uncut hair) shall be worn in accordance with Appendix F.

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10. The Kesh (uncut hair) to be covered by a police issued Dastar (turban), wrapped in the members preferred manner with the issued rank specific coloured uniform band/stripe attached to the Dastar (turban). The rank appropriate TPS badge shall be affixed and visible from the front of the Dastar( turban) in accordance with Appendix F.
11. Members of the Muslim faith may wear an issued hijab as part of their uniform. The hijab shall be worn in accordance with Appendix F.
12. Members of the Hindu faith may wear a nose stud in accordance with their religious beliefs.
13. Aboriginal members may deviate from the prescribed standards of appearance and wear their hair braided down as part of their spiritual practice. Braids shall be kept in a neat manner.
14. Members of the Jewish faith may wear a kippah under their issued forage cap, baseball cap, or toque. When not required to wear a forage cap, baseball cap, or toque, only a plain black or navy blue kippah, or Service-approved kippah may be worn. The kippah shall be worn in accordance with Appendix F.
15. Notwithstanding items 9, 10 11 and 13 a member is required to wear any special headdress or safety equipment that is necessary for bona fide operational reasons or as required by law.
16. When requesting approval to wear their issued uniform or equipment while off duty, other than when commuting to and from work, shall submit a request on an internal correspondence to their Unit Commander.
17. When not in use, issued articles of uniform and equipment, other than firearms shall be stored in the member's secured personal locker or principal residence in compliance with Procedure 15–03.
18. When an issued article of uniform and/or equipment is lost, stolen, damaged or unserviceable
  - shall promptly report it through internal correspondence to their Unit Commander
  - shall complete an appropriate occurrence, where applicable
  - may be required to pay the cost of replacement and be subject to disciplinary action when articles of uniform or equipment, including temporarily assigned items, are damaged or lost due to carelessness or neglect
19. When requesting an issued article of uniform and/or equipment shall
  - if due to loss, theft or damage, complete a TPS 592, or
  - for all other reasons, complete a TPS 587
20. When a member wants to recommend a new article of clothing or equipment or a change to a current article of clothing or equipment, including specialized units/functions, shall
  - prepare a TPS 649 including a description of the item, cost, reasons for recommendation and any other pertinent information
  - forward the TPS 649 to the Unit Commander for approval
21. Upon resignation, retirement or dismissal shall return their issued uniform and equipment in compliance with Procedure 14–14.
22. When on secondment and not required to perform regular employment duties, or when on an extended leave of absence, shall return their issued uniform and equipment in compliance with Procedure 14–15.
23. When on a leave of absence for a period longer than 90 consecutive days shall, unless otherwise directed by the Chief of Police, return to their Unit Commander all of their Service issued use of force equipment.

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24. When suspended from duty shall return their issued uniform and equipment in compliance with Procedures 13–08 or 13–10, as applicable.
- ➔ *The surrender of Service issued uniform and equipment is an administrative function. Members shall continue to comply with the PSA and all Service Governance. A member is an employee of the Service until resignation, retirement, termination or death.*
  - ➔ *In the event that a member knows in advance that they will be taking an extended medical leave for a period longer than 90 consecutive days, the member shall advise their Unit Commander and return their use of force equipment directly to the Toronto Police College – Armament Section.*

### Officer in Charge/Supervisor

25. When members parade for duty shall ensure each member is fit for duty and properly attired and equipped as prescribed in this Procedure.
26. When a member is suspended from duty, shall ensure compliance with Procedure 13–08 or 13–10, as applicable.
27. [REDACTED]

### Unit Commander

28. When in charge of members who are issued uniform or equipment shall ensure
- uniform and equipment intended for the use of members are issued to them
  - firearms and handcuffs serial numbers are recorded on the Human Resource Management System (HRMS)
  - members who are required to wear any operational equipment for personal safety or to perform an assigned task shall modify their facial hair, in whole or in part, to accommodate the wearing of equipment which specifies any facial hair restrictions
29. Upon becoming aware that equipment is inferior in design or quality shall notify the Chief Administrative Officer in writing.
30. When receiving a request from a member to wear their uniform off-duty shall review the request and ensure approval from the Chief of Police or designate and
- if approving, advise the requesting member and keep the request in a unit file
  - if denying, advise the requesting member.
31. When receiving a TPS 779 from a member shall review and complete the form as appropriate.
32. When a member under their command resigns, retires, or is dismissed shall ensure all issued uniform, equipment and firearms are returned accordingly.



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33. When a member under their command is on secondment and not required to perform regular employment duties or is on extended leave of absence shall ensure the member's issued uniform, equipment and firearm are returned accordingly.
34. When a member has been absent for a period of longer than 90 consecutive days shall ensure the member has returned all of their Service issued uniform and equipment including all use of force equipment, identification card, wallet and cap badges, eToken and memorandum book, unless otherwise directed by the Chief of Police.
35. [REDACTED]
- [REDACTED]
  - [REDACTED]
36. When a member is suspended from duty shall ensure the member returns their issued uniform and equipment in compliance with Procedures 13–08 or 13–10, as applicable.
37. When receiving a TPS 649 recommending a new article of clothing or equipment or a change to a current article of clothing or equipment, including specialized units/functions, shall review the TPS 649 and
- if approving, forward the TPS 649 through the chain of command to the Clothing and Equipment Committee
  - if denying, advise the requesting member.
38. When in charge of a specialized unit shall maintain a listing containing all the clothing and equipment approved for the unit.
39. When in charge of a specialized unit and approval has been granted to a new article of clothing or equipment or a change to a current article of clothing or equipment for the unit shall
- ensure the unit clothing and equipment listing is updated accordingly
  - advise the Office of the Chief – Specialized Operations Command accordingly
40. When receiving correspondence that a member's article of issued uniform and/or equipment is lost, stolen, damaged or unserviceable shall
- assess the damage/loss
  - determine whether disciplinary action is warranted
  - determine whether or not the member should incur replacement cost
41. When hosting a function shall indicate on the invitation and/or Routine Orders the order of dress and whether decorations and medals may be worn.

### Clothing and Equipment Committee

42. Upon receiving a TPS 649, approved by a Unit Commander, recommending a new article of clothing or equipment or a change to a current article of clothing or equipment, shall assess the recommendation and forward a recommendation to the Chief of Police for approval, if appropriate.



43. Upon receiving approval for a new article of clothing or equipment or a change to a current article of clothing or equipment for a specialized unit shall advise the applicable Unit Commander.
44. Upon receiving approval for a new article of clothing or equipment or a change to a current article of clothing or equipment for other than a specialized unit, shall advise the Unit Commander of the requesting unit and the Unit Commander – Strategy Management.

## Appendices

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- Appendix A – Uniform and Equipment Standards – Uniformed Command Officers and Uniformed Senior Officers
- Appendix B – Uniform and Equipment Standards – Police Constable to Staff Sergeant
- Appendix C – Uniform and Equipment Standards – Uniformed Civilian Members
- Appendix D – Uniform and Equipment Standards – Auxiliary Members and Volunteers
- Appendix E – Uniform and Equipment Standards – Officers – Specialized Functions
- Appendix F – Appearance Standards – Officers and Civilian Uniformed Members
- Appendix G – Wearing of Decorations and Medals
- Appendix H – Wearing of Name Badges

## Supplementary Information

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### Governing Authorities

**Federal:** Order of Precedence of Orders, Decorations and Medals.

**Provincial:** Human Rights Code; Occupational Health and Safety Act; Police Services Act, O. Reg 3/99, Adequacy & Effectiveness of Police Services; Police Services Act, O. Reg. 268/10, General.

### Associated Governance

**TPSB Policies:** TPSB Adequacy Standards Compliance Policies; Part 1 I Adequacy Standards Compliance Framework; Part 2 VII AI-005 Use of Auxiliaries (Appendix D); Part 2 VIII AI-006 Use of Volunteers (Appendix D); Part 2 XII AI-010 Policy Uniforms, Working Attire and Equipment; TPSB Policy Name Badges (Appendix H) .

**TPS Procedures:**

- 08–02 Sickness Reporting;
- 08–03 Injured on Duty Reporting;
- 08–05 Substance Abuse;
- 08–08 Central Sick Leave Bank;
- 13–08 Uniform Suspension from Duty;
- 13–10 Civilian Suspension from Duty;
- 13–17 Notes and Reports;
- 14–14 Termination of Employment;
- 14–15 Secondments;
- 14–20 Auxiliary Members;

- 14–26 Leaves of Absence;
- 15–03 Service Firearms;
- 15–15 Shared Equipment;
- 15–19 Soft Body Armour.

**Forms:** TPS 214 Police Seal; TPS 587 Requisition For Clothing/ Equipment & Supplies; TPS 592 Replacement Request For Service-Issued Clothing and/or Equipment; TPS 649 Internal Correspondence; TPS 779 Application for Exemption From Prescribed Standards of Appearance.

### Definitions

For the purposes of this Procedure, the following definitions will apply:

**Appearance Standards** refers to the standards set by the Service with respect to hair, sideburns, beards, goatees, moustache, jewellery and clothing.

**Member – Uniform & Equipment** in reference to uniform, equipment and appearance standards, includes a police officer, civilian member, and auxiliary member.

**Secure Area** means an area in a police facility which has been designated by the Unit Commander as restricted access and which cannot be accessed or viewed by the public.

**Service Vehicle** means any vehicle, vessel, aircraft or bicycle owned or operated by the Service and used to perform duties on behalf of the Service. This includes vehicles leased, owned, or rented by or loaned to the Service, or a Service trailer which is towed by a Service vehicle.

We are dedicated to delivering police services, in partnership with our communities, to keep Toronto the best and safest place to be.

Learn more about our [Service Core Values and Competencies here](#)

