

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.06 POST COORDINATOR UNIFORMS

A. General

This procedure formally establishes rules and criteria for POST uniform standards. All POST employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this organization and for their assignment.

During work hours or while attending meetings or other functions during which the employee represents POST, Academy Coordinators and Regional Coordinators shall wear their POST-issued uniforms or other clothing in accordance with these guidelines. Supervisors are responsible for ensuring employees conform to the uniform standards.

B. Definitions

“Academy Coordinator” is any POST employee who is assigned to the Basic Training Academy Bureau as the coordinator of basic academy sessions.

“Academy Training Manager” is the POST employee assigned as the supervisor over Basic Training Academy staff.

“Regional Coordinator” is any POST employee who is assigned to one of the four regions throughout the state and acts as the liaison between the agencies within that region and POST headquarters.

C. Uniforms

The following attire is issued and worn or used in the described manner:

1. POST will provide each academy coordinator and the academy training manager with three sets of uniforms. A set of POST uniforms will consist of one polo shirt with the authorized POST logo and one pair of military-style cargo pants.
2. POST will provide each academy coordinator and the academy training manager two military-style cargo pant belts.
3. POST will provide each regional coordinator with three pairs of military-style cargo pants and two military-style cargo pant belts. Regional coordinators are not required to wear a polo shirt with the POST logo.
4. POST will provide each academy coordinator with two physical training (PT) shirts and one sweatshirt with the authorized POST logo.
5. Academy Coordinators and Regional Coordinators will be responsible for acquiring their own boots complementing a professional uniform appearance. Cost of the boots will be reimbursed to the employee up to \$125.00 as long as the employee follows the appropriate reimbursement procedure and the boots conform to acceptable uniform appearance standards as approved by their supervisor.

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6. POST uniforms are not to be worn other than for official POST- related work purposes
7. Academy coordinators, regional coordinators and the academy training manager may choose to dress in business casual attire as defined in ISP Procedure [02.03 Grooming and Dress](#) in lieu of the issued uniform above only if they are not actively coordinating an academy or an in service class.

D. Uniform Purchase

1. Uniforms provided by POST are the property of POST. Upon separation from POST employment all POST issued uniform items must be returned to the Administrative Support Manager.
2. Uniform purchases will be made by the Administrative Support Manager.
3. The Academy Training Manager will be responsible for acquiring staff sizes for the uniform items listed above and provide them to the Administrative Support Bureau Manager, or designee, for purchase.
4. Uniforms are expected to be used in a responsible manner, avoiding conditions that will cause damage or destruction.

E. Uniform Replacement

1. Uniform items requiring replacement will be returned to the Administrative Support Bureau Manager or designee for disposal.
2. POST uniforms will be replaced on the following schedule:
 - a. Polo shirts: every 2 years;
 - b. Military-style cargo pants: every 2 years;
 - c. Physical training shirt: every 2 years;
 - d. Sweatshirt: every 3 years;
 - e. Boots: reimbursement every 2 years; and
 - f. Military- style cargo pant belts will be issued once and will be replaced on a case by case basis as authorized by the Administrative Support Bureau Manager.
3. Training Coordinators may purchase additional uniform items at their own cost. However, additional items must comply with uniform style and standards.