

Professional Development
Course Outline

- I. Introduction and Course Objectives
 - Introduce yourself

- II. Housekeeping
 - Roster
 - Introductions

- III. Course Objectives
 - Uniform Components and Etiquette
 - Walk of Honor Purpose & Commands

- IV. Uniform Components
 - Class A
 - Class B
 - Class C

- V. Accessories
 - Badge
 - Name plate
 - Service stripes
 - Tie
 - Tie clip
 - Basket weave belt
 - Jewelry
 - Non-mirrored sunglasses

VI. Uniform Appearance Tips

- Gig-line
- Collar stays
- Shirt stays
- Ironing/pressing
- Threads
- Polishing

VII. Polishing Tips and Tricks

- Boots
- Belt
- Other accessories

VIII. Black Band

- Discuss what it is
- Discuss how it is worn
- Discuss when it is worn

IX. Service Ribbons & Awards

- Discuss when they are awarded
- Discuss what they are
- Discuss difference between a service ribbon vs award ribbon
- Ribbon rack & fasteners
- Order
- Stars
- Clusters
- Criteria

X. Uniform Etiquette

- Musts/Musts Not
- Hair & Facial Hair
- Accessories

XI. Grooming Standards Part I

- Hair
- Review policy

XII. Grooming Standards Part II

- Facial Hair
- Review policy

XIII. Acceptable Appearance

- Jewelry
- Tattoos
- Body piercings

XIV. Professional Attire

- Must fit properly
- Clean and free of stains
- Not damaged or excessively worn
- Provide examples
- Go over reminders of what is not allowed to be worn on duty

XV. Uniform Recap

- Hair & Facial Hair
- Shirt
- Pants
- Belt
- Boots
- Accessories

XVI. Personal Uniform Inspection

- Check for normal wear/tear
- Check sizing
- In compliance OR fill out CHIT form
- 20- minute break
 - 10- minute break
 - 10- minute change into Class A uniform
- Swore instructor (Sergeant Jacquez) will go around and provide personal constructive feedback

XVII. Walk of Honor

- Discuss what the walk of honor is and represents
 - Class A event
- Discuss when it occurs
 - Sworn retirement
 - EOW broadcast
- Discuss who is present
 - Dignitaries
 - Families
 - Professional

XVIII. Walk of Honor Commands

- Command 1
 - “Standby “
- Command 2
 - “Uniform Personnel **Attention**”
- Command 3
 - “Present Arms”
- Command 4
 - “Ready To”
- Command 5
 - “At Ease”
- Command 6
 - “Uniform Personnel **Attention**”

- Command 7
 - “Dismissed/Fall Out”
- Video- bend and snap
- Walk of honor practice

XIX. Jeopardy

- Recap uniform components & etiquette

XX. What was the point?

- Learn uniform components, uniform etiquette, walk of honor purpose and walk of honor commands to uphold the department’s uniform policies with understanding, honor, and respect