

To ensure a proper fit, be precise, accurate and complete all the requested information in the sizing form.
Wear a uniform shirt, duty pants and duty belt when being measured. Do not artificially adjust your belt height. Do not sit or stand artificially erect.
Have another person conduct the measuring. Use a vinyl or cloth measuring tape. Do not over or under measure.

1 Waist/Girth Measurement:



(Standing) Stand behind the officer and hand them one end of the measuring tape. Have the officer stand with their arms at their side, then measure around the officer's waist at the widest point. This is generally 2-inches above the duty belt or along their navel line. It is extremely important for the officer not to attempt to tighten their stomach when taking this measurement. Record the measurement.

2 Chest Measurement/Under Bust:



(Standing) Stand behind the officer and hand them one end of the measuring tape. Have them wrap the tape around their chest under their bust. Take the end of the tape from the officer and bring it together in the center of their back and record this measurement.

3 Bust Measurement:



(Standing) Stand behind the officer and hand them one end of the measuring tape. Have them wrap the tape around their bust, at the widest point. Take the end of the tape from the officer and bring it together in the center of their back and record this measurement.

4 Front Seated/Standing Measurement:



(Sitting/Standing) With the officer seated, have them place a flat ruler across the bust. Measure from the second uniform shirt button (this is typically 1-inch below the clavicle 'notch') down to a point approximately 1-2 inches above the top of the duty belt. Keep the tape straight and ask the officer to stand while holding the top of the tape in place. This will allow the officer to see where the bottom of the vest will be while in the 'seated' and 'standing' positions. **The seated measurement is the most critical**, as it ensures the delivered vest will not touch the duty belt or its accessories as the officer is seated or standing. If necessary, add or remove from this measurement to get the correct fit. Record the measurement.

5 Back Standing Measurement:



(Standing) With the officer standing and their arms relaxed at their sides, locate the natural shoulder line and select a parallel line across the middle of the back. (Typically, this will be the horizontal seam across the back of a uniform shirt.) From the center of this line, measure down to a point approximately 1-2 inches above the top of the duty belt. Record the measurement.