



# TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	<b>SUBJECT</b>  Appearance and Uniform Regulations	 Nationally Accredited 1986	
	<b>CHIEF OF POLICE</b>  <i>Signature on file</i>		
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## AUTHORITY/RELATED REFERENCES

City of Tallahassee Administrative Policy 706, Working Conditions  
 Special Order 10, Building Security and Evacuation  
 General Order 10, Citations and Awards  
 General Order 35, Line Inspections  
 General Order 46, Rules of Conduct

## ACCREDITATION REFERENCES

CALEA Chapters 22, 41

## KEY WORD INDEX

<b>Badges, Insignia, Patches and Attachments</b> <b>Footwear</b> <b>General Guidelines – All Members</b> <b>General Guidelines – Civilian Members</b> <b>General Guidelines – Sworn Members</b> <b>Grooming and Personal Items</b> <b>Hats, Caps, Gloves and Neckties – Sworn Members</b> <b>Inspection and Replacement</b> <b>Protective Vests</b> <b>Temporary Modified Duty Attire</b> <b>Testing and Evaluation Items</b> <b>Undershirts, Turtlenecks and Socks</b> <b>Uniform Belt and Belt Equipment – Sworn Members</b> <b>Uniform Class Designations – Sworn Members</b> <b>Uniform Committee</b> <b>Uniforms and Outerwear</b>	Procedure IX Procedure V Procedure I Procedures III Procedure II Procedure XI Procedure VII Procedure XVI Procedure X Procedure XIII Procedure XIV Procedure VI Procedure VIII Procedure XII Procedure XV Procedure IV
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# TALLAHASSEE POLICE DEPARTMENT

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## POLICY

The Department is responsible for establishing standardized appearance and uniform regulations for members. Members are responsible for adhering to the standards set forth by the Department.

## DEFINITIONS

**Business Casual Attire:** Any clothing considered acceptable wear in a public business setting, to include pressed slacks or khakis, a belt as needed or required by the pants style, and a tucked in button up shirt or polo shirt (or untucked if designed to be worn untucked). Additionally, for female members, a pressed skirt which is knee length or longer is considered business casual attire. Prohibited clothing includes jeans, tee shirts, sweat suits/warm-ups, or similar items unless otherwise specified or approved.

**Class A Uniform:** The standard uniform consisting of Department-issued long-sleeved uniform shirt, necktie, long pants, dress hat, and Department-approved footwear.

**Class B Uniform:** The standard uniform consisting of Department-issued long-sleeved (with or without necktie), or short-sleeved uniform shirt, long pants, and Department-approved footwear.

**Class C Uniform:** A uniform consisting of Department-issued short-sleeved shirt, and matching Department-approved shorts, black athletic shoes, and black crew length (or shorter) socks.

**Class D Uniform:** A uniform consisting of Department-issued polo shirt (with a badge and Department insignia) and long pants, and Department-approved footwear.

**Function Pin/Plate:** A pin/plate issued or approved by the Department which indicates the member's work assignment and is designed to be worn above the nameplate.

**On-Duty:** When members are working their regular duty assignment or any special assignment compensated by the Department.

**Secondary Employment:** Employment where a member works for an entity other than the Department and a condition of the employment is the actual or potential use of law enforcement powers by the employed member.

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**Shoulder Line:** The horizontal line (raised stitching) across the shoulder blades of the standard and dress uniform shirts.

**Standard Uniform:** The uniform issued by the Department for patrol duties by sworn members, which consists of short- or long-sleeved shirt, long pants, shoes or boots, Department-issued/approved uniform belt, equipment, and accessories.

### PROCEDURES

#### I. GENERAL GUIDELINES – ALL MEMBERS

- A. This written directive is applicable to members when on-duty or working secondary employment.
- B. Members shall dress in a manner consistent with the applicable sections of this written directive unless given specific supervisory permission to do otherwise.
- C. A Bureau Commander or designee, or higher Department authority, is authorized to direct members to report for duty in specific attire and to specific grooming standards in anticipation of a law enforcement related need for such a deviation from standard attire/grooming.
- D. Members, regardless of assignment, shall report to work clean, neat, properly groomed, properly/fully attired and ready for duty.
- E. Whether in uniform or business casual attire, members shall report for duty in clean clothes, pressed or steamed as needed, and free of debris, holes, stains or missing items.
- F. While working, members shall maintain a professional appearance (to include hairstyle, makeup, attire and accessories) and are responsible for ensuring their appearance is appropriate for work in a public setting, and does not:
  - 1. Offend the sense of public decency,
  - 2. Advocate any non-Department related matter,
  - 3. Interfere with their ability to perform assigned duties,
  - 4. Interfere with another member's ability to perform their assigned duties,

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5. Bring discredit to the City of Tallahassee (COT), the Department, or the policing profession, or
  6. Violate a standing order from a supervisor.
- G. Members shall follow their respective work unit's appearance guidelines while abiding by the applicable sections of this written directive.
- H. The uniforms of sworn members and civilian members are clearly distinguishable from one another.
- I. Members shall abide by appearance guidelines in General Order 46 (Rules of Conduct) for attendance at court and quasi-judicial hearings.
- J. Supervisors who observe a member in non-compliance with the protocols of this written directive are expected to take prompt action to address and correct the policy violation.
- K. The Chief of Police is authorized to direct variations to standard appearance and uniform regulations (e.g., wearing of blue jeans on a certain day of the week, holiday attire).
- L. The Department will follow the protocols regarding religious attire and grooming practices in the workplace as outlined in Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, *et seq.*

### II. GENERAL GUIDELINES – SWORN MEMBERS

- A. The traditional attire for sworn members is the standard uniform (see definition).
- B. The only attire authorized for an on-duty sworn member is the Class A, B, C or D Uniform.
1. Sworn members not required to wear the Class A, B or C Uniform for their work assignment shall dress in the Class D Uniform.
  2. This subsection is not applicable to members assigned to the Special Investigations Section.
  3. Supervisors may authorize a member to dress in other attire only to perform a *short-term or temporary* Department-authorized activity (e.g., celebratory function, directed patrol, investigative operation).

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- C. Sworn members whose assignment does not require the wearing of the standard uniform shall have one readily accessible while on duty (i.e., stored in the member's vehicle, office or locker).
- D. The Class D Uniform should be worn for call outs and call back assignments.
- E. Sworn members working special events may be required to wear the Class A Uniform as directed by the Chief of Police or designee.
- F. Sworn members working secondary employment shall be attired in either the Class B or Class C Uniform unless otherwise directed by proper Department authority.
- G. This written directive is applicable to reserve police officers.

### **III. GENERAL GUIDELINES – CIVILIAN MEMBERS**

- A. Except as noted in subsections D – G below, civilian members have the option to wear business casual attire (see definition) or the civilian uniform.
- B. The civilian uniform consists of the clothing items listed below.
  - 1. One of the following:
    - a. Department-issued long pants,
    - b. Member-owned long pants (black only), or
    - c. Member-owned skirt (black only) which is knee length or longer.
  - 2. Department-issued polo shirt (short-sleeved or long-sleeved).
  - 3. A belt (if needed based upon the pants or skirt style).
- C. Regarding member-owned long pants or skirts, the following items and styles are prohibited:
  - 1. Leggings, yoga pants or similar attire.
  - 2. Jeans or corduroy material.

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3. Mid-calf length pants (e.g., Capri pants).
  4. Slits or other garment modifications which expose any portion of the leg above the knee.
- D. The job assignment of some civilian members (e.g., Facilities Maintenance Unit) may require different attire from the description in subsections A and B above. Members should direct to their immediate supervisor any questions about their required style of uniform.
- E. Special Events Traffic Assistants are exempt from the uniform mandate.
- F. Volunteers shall adhere to the uniform mandates of General Order 41 (Citizen and Policing Program).
- G. Cadets shall adhere to the uniform mandates in PTL-29 (Cadet Post).
- H. Only a Department-issued or Department-approved uniform belt is authorized for wearing with the uniform.
- I. Members shall adhere to the Special Order 10 (Building Security and Evacuation) protocol of exhibiting their assigned Department proximity card at all times while within the Department facility.
- J. Members working a special assignment may be permitted to wear other attire as directed by the Chief of Police or designee.

#### **IV. UNIFORMS AND OUTERWEAR**

##### All Members –

- A. Unless otherwise permitted by this written directive, members shall only wear uniforms issued by the Department.
- B. Members shall not wear a long-sleeved uniform shirt rolled up unless necessary to perform a law enforcement function.

##### Sworn Members –

- C. Sworn members shall not wear part of the uniform with other non-uniform clothing (e.g., shirts or jackets with insignia with non-uniform pants) unless:

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1. An emergency situation requires it,
  2. The member has supervisory permission, or
  3. It is necessary as part of a Department-authorized activity (e.g., physical exam, uniform alterations, law enforcement training).
- D. Sworn members in uniform (all classes) shall only wear jackets, coats, sweaters and rain gear issued or approved by the Department for uniform wear unless other outerwear is required for a law enforcement purpose (e.g., concealing the uniform while in an unmarked vehicle).

### Civilian Members –

- E. Civilian members in uniform are authorized to wear Department-issued jackets or member-owned/supervisor-approved black or dark blue jacket or sweater.
1. Hooded sweatshirt or jackets (i.e., hoodies) are prohibited.
  2. Member-owned jackets and sweaters must not have patterns, words or insignia.
- F. The mandate in subsection E above does not prohibit a member from wearing a non-Department-issued/approved jacket or coat *to and from work* because of inclement weather (e.g., rain, frigid temperatures).

## V. FOOTWEAR

### All Members –

- A. All members, regardless of assignment, shall wear footwear appropriate for the workplace and their specific work assignment.

### Sworn Members –

- B. Sworn members in uniform (all classes) shall wear only lace-up shoes or boots.
- C. The following types of footwear are authorized with the class of uniform listed:

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1. Class A and B Uniforms – Black, plain-toed Oxford style shoes or black plain-toed boots (to include footwear provided as part of the COT Safety Shoe Program).
2. Class C Uniform – Black athletic style, uniform shoes (to include footwear provided as part of the COT Safety Shoe Program).
3. Class D Uniform – Black, brown or tan, Oxford style shoes or boots (to include footwear provided as part of the COT Safety Shoe Program).

### Civilian Members –

#### D. Civilian members shall wear:

1. Department-issued footwear when it is provided as part of the COT Safety Shoe Program, or
2. Business, business casual and/or professional footwear.

#### E. The following types of footwear are prohibited:

1. Flip flops, sandals or similar footwear.
2. Clogs, mules, slippers or similar footwear.
3. Tennis shoes, sneakers or similar footwear.

## **VI. UNDERSHIRTS, TURTLENECKS AND SOCKS**

### All Members –

- A. Members may wear undershirts under short-sleeved and long-sleeved uniform shirts, as follows:
1. Black or dark blue crew neck undershirts are acceptable.
  2. Other color undershirts are acceptable as long as they are not visible around the collar.

### Sworn Members –

- B. Sworn members may wear long-sleeved tee shirts or turtleneck style shirts under long-sleeved uniform shirts, as follows:



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1. Black or dark blue are the only acceptable colors if the tee shirt or turtleneck style shirt is visible at the collar.
  2. Insignia on the neck of a turtleneck style shirt worn with an open collar and visible to others is acceptable if it is Department-related (e.g., TPD, TAC, SRT).
  3. No long-sleeved tee shirt or turtleneck style shirt shall be visible at the end of the sleeve.
- C. Sworn members in the Class A, B or C Uniform shall wear socks as follows:
1. Plain black or dark blue socks are acceptable.
  2. White or gray socks are acceptable only if they are not visible to others while the member is standing, walking or sitting.
  3. No other color socks are acceptable.
- D. Sworn members in the Class D Uniform shall wear socks as follows:
1. Plain black, dark blue, brown or tan socks are acceptable.
  2. White or gray socks are acceptable only if they are not visible to others while the member is standing, walking or sitting.
  3. No other color socks are acceptable.

### Civilian Members –

- E. Civilian members may wear long-sleeved tee shirts or turtleneck style shirts under their Department-issued polo shirt (short or long sleeve), as follows:
1. Black or dark blue are the only acceptable colors if the tee shirt or turtleneck style shirt is visible.
  2. No words, graphics or insignias may be visible on the shirt sleeve or at the collar.
  3. Must be a suitable length to not be too loose or unsightly in fitting.

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- F. Civilian members may wear socks or hosiery as appropriate for their footwear as long as their appearance does not violate the protocols of subsection I F above.

### **VII. HATS, CAPS, GLOVES AND NECKTIES – SWORN MEMBERS**

- A. Sworn members are authorized to wear the Department-issued dress uniform hat with only the Class A and Class B Uniform.
- B. Sworn members are authorized to wear a Department-issued or Department-approved baseball cap with the Class B, C and D uniform.
- C. Sworn members in uniform (all classes) may wear plain black or dark blue knit caps on cold weather days.
  - 1. No other colors are acceptable.
  - 2. Only Department-related insignia are acceptable.
- D. Sworn members may wear solid color black or dark blue lightweight gloves on cold weather days.
  - 1. Gloves may also be worn on other short-term, temporary occasions (e.g., arrest situations) but not on a regular basis.
  - 2. Fingerless gloves are prohibited except as approved for specialized assignments such as TAC, motorcycle and bike squads.
- E. Neckties worn with the long-sleeved uniform shirt shall be black or dark blue only.
- F. Neckties shall not be worn with the short-sleeved uniform shirt.
- G. Tie tacks may be worn attached to the necktie only if they are police or Department related.

### **VIII. UNIFORM BELT AND BELT EQUIPMENT – SWORN MEMBERS**

- A. Only Department-issued or approved uniform belts and belt equipment are authorized.
- B. Black, 2-¼ inch, basket weave type uniform belts are the standard issue for sworn members.

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- C. The following Department-issued and approved items are required on the uniform belt:
1. Holster and handgun,
  2. Ammunition pouch with extra ammunition,
  3. Handcuff case with handcuffs,
  4. Radio clip or holster and portable police radio,
  5. Department-issued or approved impact weapon and holder,
  6. Two belt keepers, and
  7. Issued conducted electrical weapon (CEW) with issued or approved holster.
- D. The following items may be worn on the uniform belt, provided any needed specialized training and/or certification has been obtained:
1. Additional belt keepers,
  2. Additional ammunition pouches and extra ammunition,
  3. Additional handcuff case or double handcuff case with handcuffs,
  4. Flashlight holder (for standard size flashlight),
  5. Glove case with protective gloves,
  6. Lock blade style knife or multi-tool, with case,
  7. Small flashlight with holder,
  8. Department-issued tourniquet and a holder,
  9. Department-issued OC and issued or approved OC pouch,
  10. Straight-bar handcuff with belt holster (this may be carried in lieu of the handcuff requirement in subsection C 3 above), and
  11. Telephone or data communication device holder designed for wear with the approved duty belt.

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- E. Members shall not combine different styles of uniform belt and attachments (e.g., wearing a leather belt with nylon attachments) unless there is no other reasonable manner in which to wear a particular attachment.

### **IX. BADGES, INSIGNIA, PATCHES AND ATTACHMENTS**

#### All Members –

- A. Members issued a body-worn camera as described in General Order 16 (Digital Audio/Video Recording System) shall wear the device as an attachment to their uniform or as otherwise approved by the Chief of Police or designee.

#### Sworn Members (Class A, B and C Uniform) –

- B. Only Department-issued or approved badges, insignia, patches and attachments are authorized.
- C. Sworn members shall wear a metal badge above the left uniform shirt pocket at the reinforced badge area.
- D. Jackets, coats and sweaters designed for uniform wear and worn by sworn members in uniform shall have a badge attached to them in a manner similar to badges attached to the uniform shirt. The badges shall be either:
  - 1. Metal and attached with a pin and lock mechanism, or
  - 2. Cloth and sewn onto the fabric.
- E. The color of members' metal badges shall be as follows:
  - 1. Silver – For officers and investigators with less than 15 years of Department service.
  - 2. Silver with gold trim – For officers and investigators with 15 or more years of Department service.
  - 3. Gold – For the ranks of sergeant and above.
- F. Sworn members shall wear the Department-issued nameplate centered above the right uniform shirt pocket.

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1. The Department-issued "serving since" plate shall be worn as an attachment to the nameplate.
  2. Cloth nameplates are acceptable for certain specialty uniforms (e.g., TAC, SRT).
- G. Sworn members may wear a Department-approved function plate (e.g., Chaplain) attached to, and displayed just above, the nameplate.
- H. Sworn members shall wear only Department-issued or approved pins on the uniform shirt. If worn, the pins shall be centered above the nameplate.
- I. A member is permitted to wear a function pin on the uniform when one of the following qualifications is met:
1. The member is currently assigned to the unit,
  2. The member previously served at least three (3) years in the unit, or
  3. The member is a supervisor or commander within the unit's chain of command.
- J. The following function pins are approved for wear with the uniform:
1. Field Training Officer (FTO)
  2. Tactical Apprehension and Control (TAC) Team
  3. Special Response Team (SRT)
  4. Canine (K-9) Handler
  5. Hazardous Devices Team (Bomb Squad)
  6. Traffic Unit Wings
  7. Crime Prevention Practitioner
  8. Criminal Investigations Bureau (CIB)
- K. Sworn members shall not wear more than two (2) function pins.

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- L. All Department-issued commendation medals may be worn with the uniform.
- M. Sworn members may wear commendation medals from non-Department organizations with the uniform if approved by the Chief of Police.
- N. Sworn members may also wear the following pins:
  - 1. American flag pin (bar or miniature flag)
  - 2. City of Tallahassee “years of service”
  - 3. Paramedic or EMT (if currently certified)
  - 4. Crisis Intervention Team (upon completion of training)
- O. Sworn members who are veterans of the United States Armed Forces may wear their military decorations with the uniform on Veterans Day and Memorial Day.
- P. Sworn members who wear more than one pin shall place them in the following ascending order (from just above the nameplate, moving upward toward the shoulder) with approximately ¼ inch spacing between each pin:
  - 1. City of Tallahassee “years of service”
  - 2. Non-Department commendation medals
  - 3. Department commendation medals (if more than one type, place them based upon their ranking in General Order 10, Citations and Awards)
  - 4. Military decorations in a manner prescribed by the United States Department of Defense (permitted on two days per year: Veterans Day and Memorial Day)
  - 5. Function, paramedic or EMT and CIT pin(s)
  - 6. American flag

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- Q. Sworn members may wear temporary attachments to the uniform for Department-authorized activities, as follows:
1. Red ribbon (during Red Ribbon Week),
  2. Assigned Department proximity card,
  3. Visitor identification card or sticker that may be required when visiting other agencies or attending Department-related events,
  4. Black band (mourning band) to be worn on the badge in accordance with General Order 74 (Line of Duty Death or Serious Injury) or to demonstrate respect for officers who have fallen in the line of duty. The black band may be worn during the following events:
    - a. During a time specified by the Chief of Police for mourning, and
    - b. During National Police Week.
  5. Honor Guard accessories (e.g., lanyard, scarf) for approved honor or color guard activities,
  6. Commendation medal with ribbon designed to be worn around the neck,
  7. "I voted" sticker given to members who vote while on duty and wish to wear the sticker for the remainder of their tour of duty, and
  8. Any other attachment authorized by the Chief of Police or designee.
- R. No collar insignia is authorized for uniform wear by sergeants or officers.
- S. Members of the rank of lieutenant and higher shall wear collar insignia indicative of their rank in a manner shown in the photo array at the end of this written directive.
- T. Members of the rank of lieutenant and higher shall wear insignia indicative of their rank on the epaulets of uniform jackets and coats.
- U. Members of the rank of sergeant shall wear the uniform shirt, jacket, coat or sweater with the three-chevron insignia sewn on each sleeve

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just below the shoulder patch (see photo at the end of this written directive).

- V. Members shall not alter the patches attached to the uniform or add patches to the uniform not issued or authorized by the Department.
  
- W. Members may wear Department-issued longevity insignia to reflect the number of years of sworn law enforcement service as prescribed in FS Chapter 943.
  - 1. The insignia shall be sewn onto the left sleeve of the long-sleeved shirt, just above the stitching for the cuff.
  - 2. Each bar insignia represents two (2) years.
  - 3. Each star insignia represents five (5) years.
  
- X. Sworn members may carry a whistle in the right shirt pocket attached to the right shoulder epaulet button with a black cord or whistle chain.
  - 1. Officers and investigators shall wear a black cord or silver colored whistle chain.
  - 2. Members with the rank of sergeant or higher shall wear a black cord or gold colored whistle chain.

### Sworn Members (Class D uniform) –

- Y. The following temporary attachments for Department-authorized activities are authorized for the Class D Uniform:
  - 1. Red ribbon (during Red Ribbon Week),
  - 2. Assigned Department proximity card,
  - 3. Visitor identification card or sticker that may be required when visiting other agencies or attending Department-related events,
  - 4. "I voted" sticker given to members who vote while on duty and wish to wear the sticker for the remainder of their workday, and
  - 5. Any other attachment authorized by the Chief of Police or designee.



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### Civilian Members –

- Z. The following temporary attachments for Department-authorized activities are authorized for a civilian member in uniform or in business casual attire:
1. Red ribbon (during Red Ribbon Week),
  2. Assigned Department proximity card,
  3. Visitor identification card or sticker that may be required when visiting other agencies or attending Department-related events,
  4. "I voted" sticker given to members who vote while on duty and wish to wear the sticker for the remainder of their workday, and
  5. Any other attachment authorized by the Chief of Police or designee.

### **X. PROTECTIVE VESTS**

- A. Sworn members in a Class A, B or C Uniform shall wear their protective vest (body armor).
- B. Sworn members who are on-duty or working secondary employment, but not attired in the Class A, B or C Uniform, shall keep their protective vest immediately available.
- C. Sworn members shall abide by the protective vest requirements of General Order 26 (High-Risk Incidents) for pre-planned high-risk incidents.
- D. It is the responsibility of sworn members to be cognizant of the expiration date of their protective vest and take appropriate steps to ensure it is replaced contemporaneous to the expiration date.
- E. Supervisors are responsible for the following:
1. Ensuring the protective vest expiration date for each member under their command is accurately represented on the Line Inspection Form (PD 242), and
  2. Assisting members with obtaining a replacement protective vest when needed.

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### XI. GROOMING AND PERSONAL ITEMS

#### All Members –

- A. Members shall maintain fingernails which are clean and free of ornamentation which would:
  - 1. Interfere with their ability to perform their work assignment, or
  - 2. Diminish or distract from the professional appearance of the member or bring discredit to the COT, the Department or the policing profession.
  
- B. Members shall not wear any jewelry item which would:
  - 1. Interfere with their ability to perform their work assignment, or
  - 2. Diminish or distract from the professional appearance of the member or bring discredit to the COT, the Department or the policing profession.
  
- C. Members may have visible body tattoos provided the tattoos do not:
  - 1. Diminish or distract from the professional appearance of the member, or
  - 2. Bring discredit to the COT, the Department or the policing profession.
  
- D. No member may display a body tattoo which:
  - 1. Is disrespectful, offensive, obscene or sexually suggestive,
  - 2. Advocates criminal activity, or
  - 3. Is deemed extremist, indecent, sexist or racist.
  
- E. No personal item shall visibly extend from or be attached to any clothing item which would diminish or distract from the professional appearance of the member or bring discredit to the COT, the Department or the policing profession.

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### Sworn Members (All Uniform Classes) –

- F. Sworn members in uniform shall maintain moderate and professional hairstyles (in cleanliness, style, color and cut):
1. Male officers' hair shall not extend past the bottom of the collar in the back (when the officer is standing) or past mid-ear level on each side.
  2. Female officers' hair shall not extend past the shoulder line on the uniform (when the officer is standing). Hairpins, barrettes, rubber bands and similar accessories may be worn to support the hairstyle.
- G. Sworn members in uniform may have mustaches if the mustache:
1. Is clean and neatly trimmed, uniformed in appearance, and maintained at 1/4 inch in length (no shorter and no longer),
  2. Conforms to the natural lip line, and
  3. Extends to, but not beyond or below, the corner of the mouth.
- H. Sworn members in uniform may have goatees and beards and the protocols below are applicable.
1. The facial hair must be clean and neatly trimmed, uniformed in appearance, and maintained at 1/4 inch in length (no shorter and no longer).
  2. Beards shall follow the jaw line and not extend onto the neck.
  3. If the facial hair results in a failed protective mask fit test, the member is disqualified from having a beard or goatee in uniform.
  4. Members are prohibited from reporting for duty with a partially grown beard or goatee (i.e., stubble). Beards and goatees must be fully grown in while off-duty.
- I. Regarding the wearing of a beard or goatee, members are reminded a protective mask may not seal as completely as it would without facial hair, and members are responsible for being cognizant of that fact prior to entering a contaminated environment.

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- J. Mutton chops, sideburns extending below the bottom of the ears, and similar facial hairstyles are prohibited while in uniform.
- K. Earrings (i.e., an ornament for the ear) are the only permitted visible body piercing allowed for a sworn member in uniform, and the following conditions are applicable to the wearing of earrings.
  - 1. Only post type earrings are authorized.
  - 2. The style, size, color, or number of earrings shall not diminish or distract from the professional appearance of the member or bring discredit to the COT, the Department or the policing profession.
  - 3. Male sworn members are prohibited from wearing earrings while in uniform.
- L. Sworn members in uniform shall not wear sunglasses which:
  - 1. Have mirrored lenses,
  - 2. Have brightly colored frames, or
  - 3. Diminish or distract from the professional appearance of the uniform or bring discredit to the COT, the Department or the policing profession.

### Civilian Members –

- M. Civilian members shall not wear any body piercing, including oral or facial jewelry, which interferes with (or has the potential to interfere with) verbal communications.
- N. Civilian members shall maintain moderate and professional hairstyles (in cleanliness, style, color and cut).
- O. Civilian members may have beards, goatees and mustaches if they are:
  - 1. Clean and neatly trimmed, and uniformed in appearance, and
  - 2. No more than 1/4 inch in length from the face.
- P. Mutton chops, sideburns extending below the bottom of the ears, and similar facial hairstyles are prohibited.

**XII. UNIFORM CLASS DESIGNATIONS – SWORN MEMBERS**

The protocols of this section augment the uniform class definitions in the definitions section at the beginning of this written directive.

A. The **Class A Uniform**:

1. Is mandatory attire as ordered by the Chief of Police or designee, and
2. When appropriate, shall be worn for formal occasions (e.g., funerals).

B. The **Class B Uniform**:

1. Is mandatory attire as ordered by the Chief of Police or designee, and
2. Shall be the day-to-day uniform for members required to wear the standard uniform for their work assignment.

C. The **Class C Uniform** also includes a Department-issued or approved uniform belt, equipment, and accessories.

D. The **Class D Uniform**:

1. Except as provided in subsection II B above, is mandatory attire for members not required to wear a Class A, B or C Uniform for their work assignment, and
2. Includes either:
  - a. A Department-issued/approved uniform belt, equipment and accessories, or
  - b. A Department-approved belt along with the following Department-issued or approved items:
    - 1) Holster and handgun,
    - 2) Handcuff case and handcuffs, and
    - 3) Ammunition pouch with extra ammunition.

**XIII. TEMPORARY MODIFIED DUTY ATTIRE**

- A. Temporary Modified Duty (TMD), previously referred to as light duty, is a short-term work assignment which changes the member's normal job duties, enabling them to engage in work for the Department while recovering from an injury or ailment.
- B. Sworn members shall not be attired in a Class A, B, C or D Uniform during a TMD assignment.
- C. Members on TMD assignments shall dress in casual business attire (i.e., any clothing considered acceptable for wear in a public business setting, and specifically excluding jeans, tee shirts, sweat suits/warm-ups and sneakers), unless:
  - 1. Based upon the medical condition causing the TMD assignment, physical limitations prevent such attire, or
  - 2. Specific permission has been given to dress otherwise by the supervisor in charge of the TMD assignment.
- D. Members with questions regarding the proper attire for a TMD assignment shall seek guidance from the supervisor in charge of the assignment.

**XIV. TESTING AND EVALUATION ITEMS**

- A. Clothing and equipment items may be issued to members by the Department or issued to members by other entities with Department approval, for the purpose of testing and evaluation.
- B. Members must obtain authorization from their chain of command prior to wearing/utilizing any clothing and equipment items for testing and evaluation purposes.

**XV. UNIFORM COMMITTEE**

- A. The Chief of Police or designee may establish and maintain a committee to address matters governed by this written directive.
- B. The Special Events Sergeant shall serve as the chairperson of the Uniform Committee.

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- C. The Uniform Committee chairperson shall forward recommendations on such matters through their chain of command to the Chief of Police or designee as needed.

### **XVI. INSPECTION AND REPLACEMENT**

- A. On a regular and consistent basis, members shall examine their uniforms and all uniform-related items described in this written directive for cleanliness, defects and excessive wear, and take appropriate corrective action, including replacement, as needed.
- B. Members shall promptly report to their immediate supervisor any loss of, damage to, or malfunction of any uniform or Department-issued uniform-related item.
- C. Supervisors shall inspect members' uniforms and uniform-related items in accordance with General Order 35 (Line Inspections) and shall ensure corrections, if necessary, are made.
  - 1. Supervisors are responsible for conducting informal and formal line inspections of sworn members.
  - 2. Supervisors are responsible for conducting informal line inspections of civilian members.

History: issued 07/15/1985, revised 01/01/1991, 01/29/1996, 05/15/2003, 07/16/2007, 07/10/2009, 01/25/2011, 10/04/14, 04/08/2015, 07/14/2017, 11/17/2017, 06/15/2018 and 12/09/2019.

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