



Clayton County Police Department

PROCEDURES

Subject DRESS CODE & GROOMING STANDARDS			Procedure # D2
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I. PURPOSE

The purpose of this procedure is to establish guidelines for approved dress codes and wearing of departmental uniforms and equipment issued by the Clayton County Police Department (CCPD); furthermore, to establish a standard of appearance and personal grooming for sworn and non-sworn personnel, regardless if they are required to wear a departmental uniform or not.

II. POLICY

It is the policy of the Clayton County Police Department (CCPD) that all employees maintain a high standard of personal appearance while performing their duties. Uniformed personnel will wear only those uniforms, accessories and equipment as authorized in this procedure and in the manner described. Non-uniformed personnel will select and wear clothing as directed in this procedure. All personnel will maintain a professional appearance and demeanor, when representing the CCPD. The style and specifications of the uniform, clothing, accessories, equipment, and grooming standards will be designated by the Chief of Police or authorized designee (hereinafter referred to as the Chief of Police).

Supervisors must monitor and control work units to ensure employees maintain a professional appearance each day. Supervisors at all levels should enforce this procedure and take appropriate measures when necessary to ensure compliance. Supervisors will document any violation of this procedure as set forth by CCPD SOP: *B11: Disciplinary Procedures*.

III. TYPES OF UNIFORMS

Uniforms worn by personnel shall include but are not limited to the following:

- A. Class A Uniform: The Class A Uniform is a **requirement** of all sworn personnel to wear while on-duty or working authorized off-duty employment, except when permitted to wear other clothing by standard operating procedures or function of assignment. The Class A Uniform consists of polyester slacks and a polyester button-down shirt. The approved leather gear and footwear will be worn with the Class A Uniform.
 1. The uniform shirt for lieutenants and below will have black factory buttons, a CCPD shoulder patch on each sleeve, a name plate, collar brass and badge.

2. The uniform shirt for captains and above, will have gold "P" buttons, a CCPD shoulder patch on each sleeve, a name plate, collar brass and badge. If wearing a long sleeve shirt, a tie will be worn for captains and above.
 3. When wearing the Class A Uniform for a departmental event, formal event and/or ceremony, long sleeves shall be worn along with leather gear and high shine (patent leather) footwear. Captains and above will also have the dress navy blue uniform coat, white shirt and tie.
- B. Class A Utility Uniform: The Class A Utility Uniform is only authorized to wear during the performance of official duties and off-duty employment and not during formal events or ceremonies. The Class A Utility Uniform consists of navy-blue polyester trousers, with or without cargo pockets, or navy blue 5.11 Stryke BDU style pants and a polyester polo-type shirt, approved outer vest carrier with a name plate and badge, approved leather gear or nylon gear and approved uniform footwear. This uniform is not authorized to wear to formal events or ceremonies.
- C. Class B Uniform: The Class B Uniform is optional wear. The Class B Uniform and accessories must be approved by the Chief of Police. The Class B Uniform standard is khaki pants and navy-blue polo-type shirt. Some of the Department's specialized units, such as SWAT, and EOD, are authorized to wear OD green. Command Staff (captains and above) are authorized to wear black, tan, white or navy-blue polo-type shirts. Class B Uniforms will not be worn to court, funerals, formal events and/or ceremonies, or authorized off-duty jobs. Class B Uniforms may be used for off-duty employment, if approved in writing by the Chief of Police. The Class B Uniform is the approved attire that shall be worn to departmental training.
- D. Special Weapons & Tactics (SWAT) Team Uniform: The SWAT Uniform is approved for on-duty wear for SWAT Team members during training exercises, SWAT Team tactical calls, and when approved by the Chief of Police. The uniforms and equipment worn by the SWAT Team members shall be at the discretion of the SWAT Commander with the approval of the Chief of Police.
- E. Explosive Ordinance Disposal (EOD) Uniform: The EOD Uniform is approved for on-duty wear for EOD Team members during training exercises, suspicious devices and/or bomb related calls, tactical calls, and when approved by the Chief of Police. The uniforms and equipment worn by the EOD Team members shall be at the discretion of the EOD Commander with the approval of the Chief of Police.
- F. Aviation Unit Uniform: The uniform and equipment worn by the Aviation Unit members shall be at the discretion of the Aviation Unit Commander with the approval of the Division Commander and the Chief of Police.
- G. Honor Guard Uniform: The uniform worn by the members of the Honor Guard shall be at the discretion of the Honor Guard Commander with the approval of the Chief of Police. The uniform will be worn by the members of the Honor Guard at funerals and other occasions when approved by the Chief of Police.
- H. Canine Handler Uniform: The uniform worn by the officers assigned as canine handlers shall be approved by the Chief of Police.
- I. Animal Control Uniform: Personnel assigned to the Animal Control Unit will wear the uniform or other appropriate types of clothing approved by the Chief of Police.
- J. E-911/Communications Uniform: Personnel assigned to the E-911/Communications Unit will wear the uniform or other appropriate types of clothing approved by the Chief of Police.
- K. Criminal Apprehension and Gang Enforcement (CAGE) Unit Uniform: The uniform worn by the members of the CAGE Unit shall be at the discretion of the CAGE Unit Commander with the approval of the Chief of Police.

All other uniforms and equipment worn by sworn and non-sworn personnel assigned to other specialized units and/or departmental components, shall be at the discretion of the concerned Division/Unit Commander, with the approval of the Chief of Police.

See also CCPD SOP: *B1, Appendix A – Current List of Recognized Specialized Units.*

IV. CLASS A UNIFORM

The Class A Uniform Shirt will have the appropriate buttons based on rank (e.g., black factory buttons for lieutenants and below and gold “P” buttons for captains and above), a CCPD shoulder patch on each sleeve, collar brass, name plate and badge.

When wearing the Class A Uniform for a departmental event, formal event or ceremony, long sleeves shall be worn along with leather gear and high shine (patent leather) footwear. Captains and above will wear a tie. Captains and above will also have the dress navy blue Class A Uniform Coat. The Class A Uniform Coat shall have sleeve markings indicative of the number of stripes worn for the rank.

All sworn personnel will maintain at least one (1) complete Class A Uniform.

A. The Class A Uniform shall consist of the following departmental approved items:

1. Head covering (see section *VI.A.* of this procedure);
2. Short and Long Sleeve Shirt;
3. Trousers;
4. Black socks;
5. Footwear (see section *VI.E.* of this procedure);
6. Departmental issue/approved leather gear (see section *VI.D.* of this procedure);
7. Jacket (see section *VI.B.* of this procedure); and
8. A black crew neck T-shirt or white V-neck T-shirt.

B. Class A Uniform Shirt Accessories

See *Appendix A* of this procedure for the *Class A Uniform Long Sleeve Shirt Diagram*.

See *Appendix B* of this procedure for the *Class A Uniform Short Sleeve Shirt Diagram*.

1. The authorized accessories for the Class A Uniform Long Sleeve and Short Sleeve Shirts will consist of the following:
 - a. The badge will be worn on the slot provided on the uniform shirt.
 - b. The name plate will always be worn on the right breast pocket flap of the Class A Uniform Shirt, and centered and affixed along the top stitch or thread line of the pocket flap. Name plates are silver for patrol officers. Name plates are gold for detectives and above.
 - c. The collar insignia (i.e., C.C.P.D.) will be worn on both collars of the Class A Uniform Shirt, and shall be affixed to the collar 1.25” inches above from the corner of the collar in both directions. This will be the standard wear for collar insignia worn in a Class A Uniform, without a tie. If wearing a Class A Uniform Long Sleeve Shirt, a tie will be worn by captains and above.
 - d. Firearm proficiency awards and other approved awards/ribbons may be worn just above the name tag pinned into the shirt and centered on the pocket with the bottom of ribbon touching top seam of pocket flap. Refer to CCPD SOP: *B15: Awards & Commendations*.
 - e. Black factory buttons shall be worn by all lieutenants and below, who wear a navy-blue Class A Uniform Shirt, on the epaulets, pockets and up the front of their uniform shirt; black factory buttons will also be on the cuffs of their Class A Uniform Long Sleeve Shirt.

Gold metal 'P' buttons shall only be worn by captains and above, who wear a white or navy-blue Class A Uniform Shirt, on the epaulets, pockets and up the front of their uniform shirt; gold metal 'P' buttons will also be on the cuffs of their Class A Uniform Long Sleeve Shirt.

- f. Shoulder patches will be sewn on each sleeve of the long and short sleeve shirts and will be one (1) inch below the top seam.
- g. Sergeants will wear their rank chevrons on the sleeves of their Class A Uniform Shirt below the departmental patch.

Lieutenants and higher will wear the corresponding rank shoulder boards on both epaulets of their Class A Uniform Shirt.

2. Service stripes, one (1) for every five (5) years of service, **may** be worn on the left sleeve of the long sleeve shirt. The service stripes will be one-and-a-half (1½) inches in length, and will be worn with the first stripe two (2) inches above the cuff.

Service stripes for previous service with other law enforcement agencies may be worn upon verification of such service. Service stripes will be silver for officers, and gold for detectives and above.

3. Emblems or special patches denoting assignment or membership in a specialized unit of the CCPD (e.g., SWAT Team, EOD, etc.) may be worn on the Class A Uniform Shirt, when assigned to the unit. The emblem or patch denoting the specialized unit and its placement on the uniform must receive prior approval from the Chief of Police.
4. A pen and/or pencil may be carried inside the left pocket flap. No other items will protrude from the pockets.
5. All buttons, except for the collar button, will be kept buttoned.
6. Sworn employees below the rank of captain will wear a black crew neck T-shirt under the long sleeve shirt. A black crew neck T-shirt or white V-neck T-shirt will be worn under the short sleeve shirt. If a white T-shirt is worn with the short sleeve shirt, none of the shirt will be exposed. Sworn employees with the rank of captain and above will wear a white T-shirt or white V-neck shirt with the uniform shirt. Sworn employees wearing the Class A Uniform Short-sleeve Shirt are prohibited from wearing a long sleeve under shirt.

C. Class A Uniform Trousers

1. The Class A Uniform Trousers will be navy blue in color. The Class A Uniform Trousers worn by Captains and above will have a black stripe going the length of the pants on the outer seam.
2. The uniform trousers will be kept clean and pressed and will be tailored to ensure a good fit.
3. No bulky objects will be carried in the trouser pockets, and no objects will protrude from the pockets.
4. Cargo/BDU pockets are not permitted when wearing the Class A Uniform.

V. CLASS A UTILITY UNIFORM

- A. The Class A Utility Uniform shall consist of the following departmental approved items:
 1. Head covering (see section VI.A. of this procedure);
 2. Jacket (see section VI.B. of this procedure);
 3. Shirt/Outer Vest;
 4. Navy blue trousers/navy blue 5.11 Stryke BDU/navy blue cargo trousers;

5. Black crew neck T-shirt (with long sleeve Class A Utility Uniform);
6. Black crew neck T-shirt or white V-neck t-shirt (with short sleeve Class A Utility Uniform);
7. Black socks;
8. Footwear (see section *VI.E.* of this procedure); and
9. Department issued/approved leather gear/nylon gear (see section *VI.D.* of this procedure).

B. Class A Utility Uniform Shirt and Outer Vest Accessories

When wearing a Class A Utility Uniform, it is the discretion of each officer to wear a long or short sleeve shirt, regardless of the season.

1. The body armor will be worn on the inside of the outer vest. If unable to place armor inside outer vest, the officer shall wear a Class A Uniform.
2. The appropriate rank badge will be worn on the slot provided on the outer vest cover.
3. The velcro name plate will always be worn. It shall be affixed to the top velcro strip that is above the right breast of the outer vest cover. Only the black name plate with silver stitching for officers, and gold for detectives and above are authorized for the outer vest.
4. Firearm proficiency awards and other approved awards/ribbons are not permitted on the outer vest cover and shall not be worn with the Class A Utility Uniform Shirt.
5. Black factory buttons shall be worn by all lieutenants and below, who wear a navy-blue Class A Utility Uniform Shirt.
6. Shoulder patches will be sewn on each sleeve of the long and short sleeve polo-style shirts and will be one (1) inch below the top seam.
7. Collar brass and/or 'C.C.P.D.' insignia will not be worn with the Class A Utility Uniform Shirt.
8. Morale patches are not permitted to be placed on the outer vest.
9. Sergeants will wear their rank chevrons on the sleeves of their Class A Utility Uniform polo-style shirts below the departmental patch.
10. Service stripes, one (1) for every five (5) years of service, may be worn on the left sleeve of the long sleeve shirt. The service stripes will be one-and-a-half (1½) inches in length, and will be worn with the first stripe two (2) inches above the cuff. Service stripes for previous service with other law enforcement agencies may be worn upon verification of such service. Service stripes will be silver for officers, and gold for detectives and above.
11. Emblems or special patches denoting assignment or membership in a specialized unit of this Department (e.g., SWAT, EOD, etc.) may be worn on the Class A Utility Uniform Shirt/outer vest cover, when assigned to the unit. The emblem or patch denoting the specialized unit and its placement on the uniform must receive prior approval from the Chief of Police.
12. A pen, pencil and/or a pen-style handcuff key may be carried inside the right pocket of the outer vest. No other items will protrude from the pockets.
13. Sworn employees wearing the Class A Utility Uniform will wear a black crew neck T-shirt with the long-sleeve shirt. A black crew neck T-shirt or white V-neck T-shirt will be worn with the short-sleeve shirt. If a white T-shirt is worn with the short-sleeve shirt, none of the shirt will be exposed. Sworn employees wearing the Class A Utility Uniform Short Sleeve Shirt are prohibited from wearing a long-sleeve under shirt.
14. When an officer is wearing a jacket, with the exception of rain gear, the outer vest must be worn over the jacket as to not obscure the body worn camera view.

C. Class A Utility Uniform Trousers

1. The Class A Utility Uniform Trousers will be navy blue in color.
2. The Class A Utility Uniform Trousers will be kept clean and pressed and will be tailored to ensure a good fit.
3. No bulky objects will be carried in the trouser pocket, and no objects will protrude from the pockets.
4. Cargo/BDU pocketed trousers are permitted when wearing the Class A Utility Uniform.

D. Optional Outer Vest Equipment

1. Taser holster for personnel approved to carry the Taser (opposite side of firearm);
2. Handcuff Holder (second pair);
3. Walkie-Talkie;
4. Ammunition pouches;
5. IFAK (Individual First Aid Kit) pouch no larger than eight (8) by four (4) inches;
6. Flashlight; and
7. Any other Department issued and/or approved equipment that does not hinder an officer's ability to perform their duties.

VI. UNIFORM APPAREL

A. Head Coverings

Only authorized and/or issued head coverings can be worn by officers of the CCPD who are on-duty, or working an authorized off-duty employment, and/or wearing a departmental uniform. Head coverings will not be worn while inside buildings, if practical. All head coverings will be worn with insignia, badge and/or logo pointing directly to the front.

1. Class A Formal Uniform Hat (4-Star Hat)

The issued Class A Formal Uniform Hat will be worn with an issued hat badge corresponding to rank, specifically silver in color for police officers and gold in color for detectives and all ranking supervisors. An issued hat rain cover will be used to protect the hat during inclement weather. The hat's support ring will not be altered or removed.

The Class A Formal Uniform Hat will be worn for all formal, special and community events, as designated. Under no circumstances will any other hat, cap or head covering be a replacement for the Class A Formal Uniform Hat while at a designated formal, special or community event and representing the Department, regardless of whether or not the officer is attending, working, or participating in the event, or otherwise involved in the event.

2. Baseball-Style Cap (Ball Cap)

The issued departmental baseball-style cap may be worn as a head covering under the following circumstances:

- a. By any officer attending Department approved training; or
- b. By any lieutenant or lower ranking officer wearing a Class A Utility Uniform and they are on duty or performing official duties, or while working authorized off-duty employment, but only if the officer's official duties are primarily outdoors and they are directly exposed to the weather elements; or

- c. By any officer, regardless of rank, wearing a Class B Uniform and they are on-duty or performing official duties, but only if the officer's official duties are primarily outdoors and they are directly exposed to the weather elements.

3. Cold Weather Head Coverings

Either the issued departmental toboggan or fur trooper cap may be worn as an alternative head covering during cold weather while wearing a Class A Utility Uniform or a Class B Uniform, but only if the officer's official duties are primarily outdoors where they are directly exposed to the weather.

See *Appendix C* of this procedure for photographs of the Department authorized head coverings described in this section.

B. Jackets, Sweaters, Rain Gear, etc.

1. Jackets and Sweaters

- a. Jackets and sweaters, approved by the Chief or Police, are optional.
 - b. Shoulder patches will be worn on both sleeves, one (1) inch below the top seam.
 - c. A cloth badge will be sewn on the left front of the jacket or sweater in approximately the same area as a badge is worn on a Class A Uniform Shirt.
 - d. All accessories (e.g., badge, buttons, name plate, collar brass) worn on jackets/sweaters shall be consistent with what is worn on Class A Uniform Shirts according to rank/position.
2. Dickeys and turtlenecks approved by the Chief of Police may be worn only with the long-sleeve shirt.
 3. Rain gear, approved by the Chief of Police, will be optional according to weather conditions.
 4. The Department-issued reflective vest and reflective rain coats will be worn at appropriate times (e.g., rainy weather, directing traffic, and/or other low-light conditions).

C. Gloves

1. Uniform gloves, if worn, shall be black leather; neoprene or other material approved by the Chief of Police, and should not be so bulky or thick that the service firearm cannot be fired while wearing the gloves.
2. White gloves may be worn at formal occasions. White, black, or orange gloves with a reflective strip may be worn to improve an officer's visibility while directing traffic.

D. Uniform Belts and Accessories

1. The uniform gun belts and accessories worn by officers of the CCPD will be standard departmental issue. This directive applies to leather gear and nylon gear. A combination of leather gear and nylon gear is prohibited.
2. The following items must be worn at all times when in uniform unless specified as optional in this section or another section of this manual:
 - a. Under belt;
 - b. Gun belt;
 - c. Gun holster;
 - d. Handcuff holster;
 - e. ASP baton holder for personnel approved to carry an ASP baton (optional);
 - f. Flashlight and flashlight holder (optional);
 - g. Ammunition pouches (optional for staff personnel);

- h. Walkie-talkie holder (optional);
 - i. Belt Keepers (optional);
 - j. Key ring holder (optional);
 - k. Taser holster for personnel approved to carry the Taser; and
 - l. Oleoresin Capsicum (OC) holster for personnel approved to carry OC spray.
3. Only the accessories listed in *Section VI. D.2.* above, or otherwise approved by the Chief of Police, may be worn on the uniform belt.

E. Uniform Footwear

- 1. The footwear worn with the Class A Utility Uniform shall be boots or shoes made of a composite material with a rounded plain toe and black in color. The boots shall be clean with a polished finish, or all black, if shoes, and shall be kept in good repair. Shoes or boots with steel toes or pointed toes are not authorized for wear with the uniform.
- 2. The footwear worn with the Class A Uniform (formal) shall be highly shined black boots or high gloss black shoes (more commonly known as patent leather shoes).
- 3. Black overshoes or black rain boots may be worn during inclement weather.
- 4. Socks must be worn with all shoes while wearing a uniform, and that portion of the sock visible outside the shoe must be black in color.
- 5. Any of the Class A Utility Uniform footwear may be worn with the Class B Uniform.

VII. DEPARTMENTAL EQUIPMENT

A. Expandable Batons

Each officer will be issued an expandable baton which will normally be carried by each uniformed officer, when on duty and away from their police vehicle. Upon completing the formal training course and receiving certification in the use of an expandable baton, officers may carry that baton while on duty. See also CCPD SOP: *D29: Less-Lethal Skills and Impact Weapons.*

B. Walkie-Talkies or Portable Radios

Officers who have been issued a walkie-talkie or portable radio will carry it with them when responding to and while at the scene of a call, and when directed to do so by their Division/Unit Commander, or supervisor. Detectives will not carry a walkie-talkie, if the nature of an investigation prohibits it.

C. Firearms

Refer to CCPD SOP: *F3: Firearms.*

D. Oleoresin Capsicum (OC)

Refer to CCPD SOP: *D19: Use of Oleoresin Capsicum.*

E. TASER

Refer to CCPD SOP: *D30: Conducted Energy Weapon (TASER).*

F. Flashlights

- 1. Each officer will be issued a black, plastic flashlight to be used while on duty or while working authorized off-duty employment.
- 2. Officers may carry the issued three-cell flashlights or other type of flashlight approved by the Chief of Police.

3. Kel-lights, B-lites, or other similar flashlights with a heavy metal body which use size "C" or larger batteries are not authorized to be carried while on duty or while working any authorized off-duty job.
4. Small metal flashlights not exceeding six (6) inches in length regardless of brand name, using "AAA" or "AA", or 3-volt lithium batteries are authorized to be carried while on duty and working authorized off duty jobs.

G. Handcuffs

Each officer will be issued one (1) pair of handcuffs. All sworn personnel from the Uniform Patrol Division and CID will carry their handcuffs and at least one (1) handcuff key with them while on duty. Officers are authorized to carry additional handcuffs while on duty. Silver and black in color handcuffs are the only handcuffs authorized to be carried by sworn personnel on their persons.

H. Body Armor

1. All officers shall be issued and/or have access to body armor.
2. All officers are required to wear their issued body armor during the following circumstances:
 - a. When in performance of their duty assignment, or working off-duty employment, and while wearing a departmental uniform;
 - b. While participating in the execution of raids, arrest/search warrants, tactical maneuvers, and any situation where physical resistance may be anticipated/expected; and
 - c. When directed to do so by an immediate supervisor.
3. Officers, regardless of rank, with administrative duty assignments who do not respond to calls for assistance or service as part of their daily duties and responsibilities are not required to wear their issued body armor, unless directed to do so by a superior.
4. Body armor will be readily available to all officers engaged in enforcement activity. Body armor must be stored in the officer's vehicle if the officer is not required to wear it. Officers assigned to covert assignments are not bound by this directive but will follow applicable departmental standard operating procedures, which provide guidance on the use of body armor.

I. Return of County Equipment Upon Separation

Refer to CCPD SOP: *B14: Agency Property Control*.

VIII. DRESS CODE

A. General Guidelines

1. All employees' clothing, uniforms and equipment shall fit properly, be clean, neatly pressed or polished as appropriate and applicable, and present a pressed or professional, serviceable (free of tears and visible wear) appearance before each workday.
 - a. Employees' clothing and attire, including any issued and/or worn accessories, shall be free of buttons, patches, pins, foreign flags or other similar items promoting affiliations, political statements, or advertising products.
 - b. With the exception of an official United States flag (13 horizontal red and white stripes and 50 white, five-point stars in blue rectangle in the canton); no insignia, emblems, buttons, patches, pins, or other similar items will be worn on an employee's uniform unless approved by the Chief of Police.
2. Employees must wear departmental uniforms/equipment issued and approved by the CCPD.
3. Unauthorized persons are not allowed to wear or use any CCPD uniform or equipment.

4. Issued uniforms will be worn by employees as designed, in their entirety, and in conformance with departmental procedures. In addition, employees shall adhere to the following standards:
 - a. Uniform shirts will be buttoned and tucked into the uniform trousers;
 - b. Long sleeves are to be fully extended and buttoned at the cuff;
 - c. Sleeves shall not be rolled up; and
 - d. Trousers will be worn on the waist/hips and professionally fitted so as not to be excessively tight or baggy.
 5. Employees' footwear, duty belts, uniform accessories, and issued equipment shall be cleaned, polished, and serviceable.
 - a. Under belts will be worn through all belt loops of the uniform trousers.
 - b. Shoes/boots will be professional in appearance, free of dirt, and cleaned as needed, or polished as appropriate and applicable, to maintain a neat appearance.
 - c. Socks must be worn with all shoes while wearing a uniform, and that portion of the sock visible outside the shoe must be black in color.
 6. When worn by employees, cold weather base layers, and other garments should not be visible through any shirt/top. Employees' undershirts will be tucked into the trousers/bottoms and should be a solid color and void of any messages, images, and/or visible logos.
 7. Employees may carry a briefcase, or a similar bag, designed to carry police-related equipment. Any such case or bag, shall be professional in appearance and not detract from the uniform. Handbags and purses shall not be carried while in uniform.
 8. Employees shall only wear CCPD uniforms under the following conditions:
 - a. While on duty;
 - b. During job-related court appearances;
 - c. While working approved off-duty jobs;
 - d. While attending or participating in departmental approved activities; or
 - e. While traveling to or from any of the aforementioned activities.
 9. While in uniform, other than the sole exceptions of a rain jacket or a traffic direction vest, employees shall at all times wear a conspicuously visible name tag.
 10. Sworn and non-sworn employees, who are not required to wear a uniform because of their assignment, will dress in a manner that reflects a professional appearance and facilitates the safe and efficient execution of their assigned job functions.
 11. Unless specifically approved by a supervisor, jeans and casual attire are not authorized for wear during normal duty assignments.
 12. Officers and other employees assigned to special details or other unique assignments may be exempted from grooming and dress standards with approval of the Chief of Police.
- B. Criminal Investigation Division (CID)
1. Detectives shall dress in civilian clothes and shall keep themselves neat and clean at all times. The general appearance of all detectives shall be business-like and presentable at all times when in public view. This directive shall apply to male and female sworn officers who are assigned to the CID.
 2. Male detectives shall normally wear dress slacks, a collared shirt or dress shirt (tie optional), and dress shoes when on duty. When a male detective is required to attend any court

proceeding, the detective shall wear a business suit or sport coat with trousers, and a collared dress shirt, conservative necktie, dress socks and dress shoes. When a male detective is out of headquarters and in public view, the duty weapon may be worn exposed in a belt or shoulder holster. No shoes with heels higher than two (2) inches will be worn while on duty.

3. Female detectives shall dress in a business-like manner and may wear pant suits, blouse and dress slacks, and dress shoes when on duty. When a female detective is out of headquarters and in public view, the duty weapon may be worn exposed in a belt or shoulder holster. Dresses and skirts will not be appropriate while on duty. No shoes with heels higher than two (2) inches will be worn while on duty.
4. No blue jeans will be worn on duty, except with the consent of the CID Commander.
5. The above dress restrictions may be altered depending on the nature of an investigation (e.g., wood search, chop shop or other assignment) upon the approval of the CID Commander.
6. Detectives shall carry their firearm and handcuffs whenever on duty unless prohibited from doing so by the nature of an investigation. The firearm shall not be carried in an exposed manner when in contact with the public except as outlined in the above sections (i.e., *VIII. B.2.* and *VIII. B.3.*).
7. Detectives who are issued a walkie-talkie shall carry their walkie-talkies when away from the office or police vehicle unless the nature of an investigation prohibits it.

C. Court Dress

Employees appearing in court shall wear the required uniform or conform to the dress code requirements in this directive.

1. The following attire shall be appropriate wear to court proceedings:
 - a. Uniform personnel will wear the Class A Uniform, Class A Utility Uniform or clothing which complies with the CID dress code.
 - b. CID male personnel must comply with *Section VIII. B.2.* of this procedure. The coat may not be omitted.
 - c. CID female personnel must comply with *Section VIII. B.3.* of this procedure. However, dresses and skirts may be worn to court while off-duty.
 - d. Animal Control personnel are authorized to wear their duty uniform to court.
2. Blue jeans will not be worn to any court proceedings.
3. All employees shall be neat in appearance while attending court proceedings.

D. Uniform Dress Code

1. While wearing a uniform, employees will ensure that the uniform is in good condition, fits well and is neat, clean, and properly pressed, and that all leather gear and metal items are polished and in presentable order.
2. While wearing a uniform, employees shall maintain a military bearing and will avoid mannerisms such as slouching, shuffling, and keeping their hands in their pockets.
3. While wearing a uniform, employees shall follow the hair regulations contained in *Section IX. B.* of this procedure.
4. Officers assigned to the Uniform Patrol Division will wear the appropriate Class A Uniform when on duty, except when the Class B Uniform or other appropriate clothing is authorized.
5. The appropriate Class A Uniform, or Class A Utility Uniform shall be worn by all officers when working any off-duty law enforcement related jobs and at designated departmental functions,

unless the departmental function requires the wearing of a dress uniform (i.e., Class A Uniform Long-sleeve Shirt). The Class B Uniform may be used for off-duty employment, if approved in writing by the Chief of Police.

6. Officer's may wear short or long sleeve Class A Uniforms at the officer's own discretion, except when otherwise directed by the Chief of Police. However, dickeys and turtlenecks will only be worn with the Class A Uniform Long-sleeve Shirt.

Uniform Patrol Division (UPD), Captain rank and above, are permitted to wear a navy blue in color uniform, but must adhere to the guidelines set forth in *Section III* of this procedure. However, Captains and above, assigned to the UPD, will wear a **white** Class A Uniform Shirt under the following circumstances:

- a. When responding to critical incidents and unusual incidents, to include natural and man-made disasters, civil disturbances, mass arrests, acts of terrorism, etc.;
 - b. When responding to calls where members of the news media are en route and/or on scene;
 - c. When establishing and managing media relations, and the release of information to the public through the news media, social network sites and other outlets;
 - d. While attending departmental and inter-agency meetings, scheduled events (e.g., neighborhood watch, homeowners' association meetings, etc.), and court proceedings, in-person or virtually; and
 - e. When directed to do so by the Chief of Police.
7. The regulations in *Section III. A. and B.* of this procedure, pertaining to Class A Uniforms, shall apply to all employees while wearing a uniform both on and off duty.
 8. The regulations in *Section IX.* of this procedure, pertaining to *General Appearance & Personal Grooming Standards*, shall apply to any employee that is wearing any authorized uniform of the CCPD.
 9. While wearing a uniform, all outer clothing (jackets, sweaters, etc.) will have the approved departmental patch and badge displayed.

E. Office of the Chief of Police Division Personnel

Sworn officers assigned to the Office of the Chief of Police Division will wear business attire as directed by the Chief of Police. The carrying of a firearm or other weapons, handcuffs, and walkie-talkie will be optional; however, sworn officers will carry their firearm, handcuffs, and walkie-talkie while on duty and outside the building.

F. Civilian Personnel

Division Commanders may grant exceptions to this portion of this procedure for special assignments, such as, but not limited to narcotics. The final determination of acceptable limits of grooming and dress will be at the discretion of the Chief of Police.

1. Civilian Dress

- a. Civilian personnel assigned to the CCPD shall dress in a business-like manner and should keep their appearance neat, clean, wrinkle free and well groomed.
- b. Only the issued uniform polo shirt is the authorized shirt to be worn by civilian personnel. In the event the uniform is damaged, employees shall notify their supervisor immediately.
- c. Black, grey, khaki, or navy-blue slacks/skirts shall be worn with the authorized uniform shirts. Skirt length should be two (2) inches or less above the knee. Slits in dress and skirts should not exceed two (2) inches. Shorts, skorts, tennis skirts and mini-skirts are prohibited.

- d. Jeans may only be worn on “Dress Down Friday” but will be free of any tears, rips or holes and the material should not be excessively worn. Items such as sweatpants, wind suits, shorts, bib overalls, yoga pants, leggings (unless worn under a dress or skirt), spandex or other extreme form fitting pants will not be permitted. Pants must be worn around the waist and not in a sagging fashion.
 - e. Employees will wear appropriate undergarments at all times.
 - f. Footwear is required at all times. Loafers, boots, flats, clogs, and lace-up dress like or slip on dress shoes are acceptable so long as they are conservative in appearance. Athletic shoes and sneakers are permitted only on “Dress Down Friday”. Bedroom slippers, flip-flops, crocs, heels higher than three (3) inches and shower shoes/slides are prohibited.
 - g. Head coverings, e.g., hats, beanies, and headscarves, will not be worn while inside buildings.
2. Civilian personnel will follow the grooming standards that are set forth in this procedure (i.e., Section IX. *General Appearance & Grooming Standards*), excluding those sections that apply specifically to sworn personnel.

IX. GENERAL APPEARANCE & GROOMING STANDARDS

All personnel, sworn and non-sworn, are representatives of the CCPD, and each employee has a duty to represent the Department, community and law enforcement in a positive manner with their interpersonal contact, and level of service. Therefore, in order to maintain uniformity, neatness, and safety, the CCPD has established regulations pertaining to appearance and grooming standards.

A. General

All employees are expected to maintain a neat, clean, well-groomed, professional appearance, while at work. Employees should be free from strong or unusual body odors, unsoiled, and wear clean, properly maintained clothing and accessories. Fragrances (e.g., perfume, cologne, after-shave, body spray, body oil, lotion, etc.) are generally acceptable so long as the scent is not overpowering.

B. Hair

The hair grooming regulations in this chapter shall apply to both male and female officers and personnel, regardless if they are wearing a Departmental uniform, unless otherwise specified.

1. Employees’ hair must be clean, combed, styled, trimmed, or shaved to present a neat and professional appearance. Hair shall not be excessive, ragged, or unkempt. Extreme, eccentric, or faddish haircuts or styles are not authorized including but not limited to, those that incorporate designs, shapes, or sculptures using the hair and/or cut, shaved or dyed into the hair, and any style that presents an unprofessional or disheveled appearance.
2. Employees’ hair shall be in the natural spectrum of human hues. Applied color and/or added hair with colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors.
3. **Discrepancies regarding the interpretation of natural colors and/or hairstyles, will go through the chain of command, to the Chief of Police for final approval.**
4. Wearing false hair, wigs and hairpieces is permissible but shall conform to standards set forth in this directive.
5. Locks, twists, and braids must conform to uniform standards and must be kept clean, neat and off the collar while in uniform.

6. Sworn Personnel

Sworn personnel must keep in mind that grooming plays an important part in their workplace and off-duty safety. Ungroomed personnel may not be initially perceived as law enforcement, especially when wearing civilian attire. Grooming standards reduce personal hazards and the ability of combative individuals to grab, control, or injure personnel.

Hair shall not be worn or maintained in a manner which may constitute a possible risk of injury. Officers who have duty assignments that may require them to wear personal protective equipment, shall not grow, wear or style their hair in a manner that could compromise the effectiveness of the personal protective equipment.

- a. Male Personnel: The hair shall be no longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture, the hair shall not fall over the ears, eyebrows, or extend over the shirt or coat collar. The bulk or length of the hair, when styled, shall extend no more than one and one-half (1½) inches from the top of the head, no more than one (1) inch from the sides and back of the head, and shall not interfere with the normal wearing of all standard headgear.

Exceptions can be made based on the employee's duty assignment.

- b. Female Personnel: When wearing any departmental uniform, female personnel will not style their hair to extend over the shirt or coat collar. The hair shall not extend over the collar at the back, when standing with the head in a normal posture. The front of the hair shall be groomed to not fall below the band of authorized uniform headgear. Bouffant or bush styles are permitted as long as they do not interfere with the normal wearing of all standard headgear. Braided styles, excluding "cornrows," are permitted as long as the braids do not hang loose from the head and are tucked up under the authorized uniform headgear. The hair may be worn pinned up during duty hours, if the hair fits neatly under the authorized uniform headgear. No ponytails may be worn while in any departmental uniform.

Exceptions can be made based on the employee's duty assignment.

C. Hair Accessories

Ribbons, ornaments or other hair accessories shall not be worn in the hair. A bobby pin or conservative barrette, which blends with the hair, is permitted but must worn neatly and inconspicuously. Employees must select hair accessories that do not present a safety hazard.

D. Facial Hair

This procedure does not apply to Police Recruits from the moment a conditional offer of employment has been issued by the Chief of Police until the moment the recruit has graduated from the basic law enforcement training course (BLETC). All Police Recruits are prohibited from having facial hair.

Facial hair shall not be worn or maintained in a manner which may constitute a possible risk of injury. Officers who have duty assignments that may require them to wear personal protective equipment, are not permitted to grow and maintain facial hair in a manner that could compromise the effectiveness of the personal protective equipment.

Facial hair is permitted, provided employees comply with the following:

1. Employees are authorized to wear a full beard or mustache. Sworn personnel holding the rank of Lieutenant or higher are prohibited from wearing a beard, unless medically unfeasible and approved by the Chief of Police.

2. Male personnel may have a neatly trimmed mustache provided that it does not extend below the corners of the upper lip. The mustache cannot turn upward or downward at the ends or be worn twisted or waxed at the ends. The upper lip and mouth must be totally exposed. The mustache cannot be worn so thick that it extends over one quarter ($\frac{1}{4}$) of an inch outward. Styles such as “Manchu”, “handle-bar”, or “paint-brush” mustaches will not be allowed.
3. Beards will be neatly trimmed and groomed evenly and will not exceed one quarter ($\frac{1}{4}$) of an inch in length and shall not grow past the “Adams Apple” (thyroid cartilage). Lining, edging or any other form of designs other than a full beard are prohibited.
4. Sideburns will be neatly trimmed and rectangular in shape. The sideburns shall not be more than one (1) inch at the widest point and shall not extend below the lowest part of the exterior ear opening. No “points” or “pork chops” are allowed.
5. Employees are prohibited from having goatees, chin straps, chin curtains, soul patches, muttonchops, long sideburns or any other combination or style of facial hair.
6. Employees are prohibited from using any dye, fill-in cream, fill-in spray or any other cosmetics of any unnatural hair color.

Only a full beard or mustache meeting the requirements above is acceptable.

7. Supervisors are to inspect employees, enforce these rules, and take appropriate measures when necessary to ensure compliance.

E. Jewelry and Piercings

1. Employees will wear only jewelry that reflects conservative taste, style, and color. Jewelry, shall not, in any manner, interfere with the assigned duties of the employee.
2. All employees are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or any other device or ornamentation to or through the ear, nose, tongue, or any other exposed body part, including any of these items that are visible through the clothing except as set forth below.
 - a. Earrings for all female employees must be conservative both in size and appearance and must not be obscene, advocate sexual, racial, ethnic or religious discrimination.
 - b. Sworn females may wear small, no larger than three sixteenths ($\frac{3}{16}$) of an inch post-type earrings of a conservative design when in a departmental uniform. No more than two (2) earrings, per each ear.
 - c. Non-uniformed male employees working undercover assignments may wear earrings through the ears upon approval of the Division/Unit Commander. Male employees shall not wear earrings at any other time, whether in a sworn or non-sworn assignment.
3. Articles such as chains, unauthorized pins, and visible necklaces are not authorized to wear in a departmental uniform. Rings will be limited to one (1) on each hand. A wedding set will be considered as one (1) ring when wearing any departmental uniform.

Jewelry, especially rings, with sharp edges or of large size may subject an officer to greater liability exposure or even criminal charges, if their wear contributes to injuries occurring during a use of force situation.

4. Uniformed personnel will wear an appropriate type watch when in uniform and may wear a single bracelet on the other wrist. Watches will have black, silver or gold bands.
5. Uniformed personnel are cautioned to be selective in the type of jewelry worn while on duty. Due to the nature of police work, delicate jewelry may become damaged during arrest or other situations requiring physical activity, and expensive jewelry may be lost while engaged in foot

pursuits, woods searches, traffic enforcement, accident investigation and similar situations. Additionally, jewelry may become entangled in the officer or suspect's clothing or on other objects during physical activity, causing injury or impairing the officer's ability to react.

6. **Any type of jewelry that pose an officer safety hazard, interfere with the manual dexterity to operate any departmental issued/authorized firearm and/or any other departmental issued/authorized weapon or equipment, is strictly prohibited.**

F. Dental Ornamentation

The use of temporary gold, platinum or other veneers or caps for the purpose of ornamentation is prohibited. Teeth, whether natural, capped or veneer shall not be ornamented with designs, jewels, initials, etc.

G. Eyeglasses/Sunglasses

If eyeglasses and/or sunglasses are worn with a departmental uniform, they will be conservative in color and size, and shall not detract from the professional appearance of the uniform. Eccentric or conspicuous styles, bright colors and unusual shapes are prohibited. Eyeglasses and/or sunglasses will have a silver, gold, brown, gray or black frame.

Sunglasses and/or tinted eyeglasses shall not be worn inside buildings unless the employee has a prescription from a physician requiring them to be worn. Contact lenses of an unnatural color are prohibited.

H. Make-up

Employees have the option to wear make-up, but it must be applied conservatively and complement the uniform and/or appearance. Bright colors in facial and eye make-up are prohibited when wearing a departmental uniform. Lipstick, if worn, must be the same general color as the natural color of the lips. Eyelash extensions may be worn in a natural, conservative manner not to exceed fourteen (14) millimeters.

I. Fingernails

When reporting for duty or acting in an official capacity, employees shall keep fingernails clean and neatly trimmed. If worn, fingernail polish, will be clear, or a single color, natural, soft tone that does not detract from the uniform. All nails must be the same color. Each nail must be polished for the full length of the nail. Airbrush designs, ornamentation, or glitter, etc. are not permitted. Artificial or press-on nails must meet the same requirements.

For sworn personnel, nails must not exceed a nail length of one quarter ($\frac{1}{4}$) of an inch as measured from the tip of the finger, nor interfere in any way in the performance of primary police tasks or with the safe drawing and firing of the service weapon, and/or any other Department issued/authorized weapon(s) or equipment.

J. Tattoos, Markings and/or Brands

This procedure applies to all forms of body art and could be a disqualifying factor concerning employment.

1. All employees are generally prohibited from having tattoos, markings and/or brands, regardless of subject matter, on any portion of the head, face and neck, which is anything above a crew t-shirt neckline; this includes on or inside the eyelids, mouth and ears.

Tattoos, markings and/or brands that could be considered offensive will not be visible on any employee, regardless of their location or size. Employees with any body art considered to be offensive will cover them while on-duty and/or functioning in an official capacity, or while representing the CCPD.

Tattoos, markings and/or brands which depict nudity, obscenity, vulgarity, or advocate discrimination, or signifies affiliation with a criminal enterprise or group, are prohibited on the exposed parts of the body of any employee while on duty and/or functioning in an official capacity, or while representing the Department.

Regarding the hands, employees are permitted to have only one (1) ring tattoo on each hand, each ring no wider than a half ($\frac{1}{2}$) of an inch, located below the joint of the bottom segment (portion closest to the palm) of the finger. Any exceptions will be approved at the discretion of the Chief of Police.

2. All employees who are required to wear a departmental uniform shall adhere to the following: The Department will allow visible tattoos. However, sworn personnel with visible forearm tattoos must wear a long sleeve Class A Uniform Shirt or dress shirt for court appearances. This requirement does not apply to sworn personnel wearing a Class B Uniform who are attending training, or not on duty, or representing the CCPD at a sponsored or public event.

X. INSPECTIONS

- A. Inspections shall be conducted daily to ensure that personnel and equipment are in a state of operational readiness. Inspections shall be documented as set forth by CCPD SOP: *B12: Inspections*.
- B. Supervisors will document any violation of this procedure as set forth by CCPD SOP: *B11: Disciplinary Procedures*.

XI. REQUESTS FOR ACCOMMODATION

- A. The CCPD will reasonably accommodate applicants' and employees' covered disabilities and sincerely held religious practices with regard to dress and grooming in accordance with applicable law, unless such accommodation would cause the Department an undue hardship.
- B. The responsibility for seeking a reasonable accommodation begins with the applicant/employee.
- C. Individuals desiring such an accommodation must submit a request in writing to the Chief of Police for consideration. All written requests will:
 1. Be completed on a departmental *Memorandum (Memo)*;
 2. Detail the reason(s) for such request; and
 3. Be forwarded through the chain of command, to the Chief of Police.
- D. All accommodation requests submitted for disability or religious reasons will be reviewed and evaluated by the Chief of Police.
- E. Requests for accommodations will be addressed through an interactive process with the requesting applicant/employee, the Chief of Police, and the Director of the Department of Human Resources or their designee.
- F. Appropriate documentation of the need and basis for an accommodation may be required in connection with such a request.

XII. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *D2: Dress Code & Grooming Standards*, dated November 13, 2024.