Clayton County Police Department

PROCEDURES

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

To establish guidelines for approved dress codes and wearing of departmental uniforms and equipment issued by the Clayton County Police Department (CCPD), and 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 policy and in the manner described. Non-uniformed personnel will select and wear clothing as directed in this policy. All personnel will maintain a professional appearance and demeanor, when representing the Department. 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 policy and take appropriate measures when necessary to ensure compliance. Supervisors will document any violation of this policy 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: Class A Uniforms are generally considered the formal dress or formal duty uniform. The long-sleeve shirt is a crucial component of the Class A Uniform, often referred to as the Class A, “Long Sleeve, Formal, or Dress” Uniform. The Class A “Long Sleeve” Uniform is a **requirement** of all sworn personnel to wear to formal events (e.g., funerals, graduations, promotions, ceremonies, etc.), or when directed by the Chief of Police. Sworn personnel are permitted to wear the Class A Uniform as an option while on-duty or working authorized off-duty employment.

1. 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.

2. The Class A Uniform shirt (navy-blue for lieutenants and below and white or navy-blue for captains and above), will have the appropriate buttons based on rank (black factory buttons for lieutenants and below and gold metal "P" buttons for captains and above), a CCPD shoulder patch on each sleeve, collar brass, name plate and badge.
3. When wearing the Class A Uniform for a formal event, or as directed by the Chief of Police, **long-sleeves** shall be worn along with leather gear and high shine (patent leather) footwear. Captains and above, will wear a white shirt with black tie. Captains and above will also have the navy-blue Class A Uniform dress coat, with gold stripes on the sleeves to signify their rank.

B. Class A Utility Uniform: The Class A Utility Uniform is considered the standard uniform worn for routine daily duties by designated officers. The Class A Utility 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 Utility Uniform is **not** authorized to wear to formal events.

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.

C. Class B Uniform: The Class B Uniform is a less formal uniform generally worn for training, administrative duties, and other assignments when a Class A Uniform is not required. The Class B Uniform and accessories is optional wear, and must be approved by the Chief of Police. The standard Class B Uniform consists of khaki pants and navy-blue polo-type shirt. Some specialized units, such as Special Weapons and Tactics (SWAT), and Explosive Ordnance Disposal (EOD), are authorized to wear Olive Drab (OD) green. Captains and above are authorized to wear black, tan, white or navy-blue polo-type shirts. Class B Uniforms **will not** be worn to formal events. The Class B Uniform **may** be used for off-duty employment, if approved in writing by the Chief of Police.

D. Uniforms for Specialized Units and Departmental Components: All uniforms and equipment worn by personnel assigned to specialized units and departmental components will be at the discretion of the concerned Division/Unit Commander, with the approval of the Chief of Police. Several specialized units (e.g., SWAT, EOD, Aviation, Canine) are authorized to wear specialized uniforms during training exercises, tactical calls and any other occasion approved by the Chief of Police. See also CCPD SOP: *B1, Appendix A – Current List of Recognized Specialized Units*.

IV. CLASS A UNIFORM

All sworn personnel are required to have a readily available and well-maintained Class A Uniform for formal events or when specifically instructed by the Chief of Police.

A. The Class A Uniform shall consist of the following departmental approved items:
1. Head covering (see *Section VI.A.* of this policy);
2. Short-sleeve shirt and long-sleeve shirt;
3. Trousers;
4. Black socks;
5. Footwear (see *Section VI.E.* of this policy);
6. Department-issued/approved leather/nylon gear (see *Section VI.D.* of this policy);
7. Jacket (see *Section VI.B.* of this policy); and
8. A black crew neck T-shirt or white V-neck T-shirt.

B. Class A Uniform Shirt and Accessories

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

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

1. The authorized accessories for the Class A Uniform long 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, and 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-sleeved 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 shirt; black factory buttons will also be on the cuffs of their Class A Uniform Long Sleeve Shirts.

      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 shirt; gold metal 'P' buttons will also be on the cuffs of their Class A Uniform Long Sleeve Shirts.
   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 CCPD patch.

      Lieutenants and those of higher rank 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-sleeved shirt. The service stripes (silver for officers and gold for detectives and those of higher rank) will be 1.5 inches long, with the first stripe positioned 2 inches above the cuff. Service stripes for previous service with other law enforcement agencies may be worn upon verification of such service.
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 breast pocket flap. No other items will protrude from the pockets.
5. All buttons, except for the collar button, will be kept buttoned.
6. Officers will wear a black crew neck t-shirt underneath the navy-blue Class A long-sleeve shirt. A black crew-neck t-shirt or a non-exposed white V-neck t-shirt will be worn underneath the navy-blue Class A short-sleeve shirt. Officers wearing a Class A Uniform short-sleeve shirt are prohibited from wearing a long-sleeve undershirt.

   Captains and those of higher rank, who wear a white Class A Uniform shirt, shall wear a white crew-neck t-shirt or white V-neck t-shirt underneath.

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 those of higher rank will have a black stripe down the outer seam.
2. The uniform trousers will be kept clean, pressed, and tailored for a proper fit.
3. Trousers shall fit comfortably at both the waist and hips, with a fit that is neither too tight nor too loose. No bulky items shall be carried in, or protrude from the trouser pockets.
4. Cargo/BDU pockets are **not permitted** when wearing the Class A Uniform.

V. CLASS A UTILITY UNIFORM

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.

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

1. Head covering (see *Section VI.A.* of this policy);
2. Jacket (see *Section VI.B.* of this policy);
3. Navy-blue polyester polo-type shirt/black Outer Vest;
4. Navy-blue polyester trousers with or without cargo pockets/navy blue 5.11 Stryke BDU style pants;
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 policy); and
9. Department issued/approved leather gear/nylon gear (see *Section VI.D.* of this policy).

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 those of higher rank 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 those of lower rank, who wear a navy-blue Class A Utility Uniform shirt.
6. Shoulder patches will be sewn on each sleeve of the Class A Uniform Utility long and short-sleeve shirts and will be one (1) inch below the top seam.
7. Collar brass and '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 shirt below the CCPD patch.

10. Service stripes, one (1) for every five (5) years of service, **may** be worn on the left sleeve of the long-sleeved shirt. The service stripes (silver for officers and gold for detectives and those of higher rank) will be 1.5 inches long, with the first stripe positioned 2 inches above the cuff. Service stripes for previous service with other law enforcement agencies may be worn upon verification of such service.
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. Officers will wear a black crew neck t-shirt underneath the long-sleeve shirt. A black crew neck t-shirt or a non-exposed white V-neck t-shirt will be worn underneath the short-sleeve shirt. Officers 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 (BWC) view.

C. Class A Utility Uniform Trousers

1. The Class A Utility Uniform Trousers will be navy-blue in color.
2. The uniform trousers will be kept clean, pressed, and tailored for a proper fit.
3. Trousers shall fit comfortably at both the waist and hips, with a fit that is neither too tight nor too loose. No bulky items shall be carried in, or protrude from the pockets.
4. Cargo/BDU pocketed trousers are permitted when wearing the Class A Utility Uniform.

D. Optional Outer Vest Equipment

Officers may utilize both outer vests and duty belts to carry their essential equipment. See also *Section VI. D.* of this policy.

1. TASER Energy Weapon (TEW) and holster for officers approved to carry a TEW (opposite side of firearm);
2. Handcuffs and handcuff holder (second pair);
3. Portable radio and radio holder;
4. Ammunition and magazine pouches;
5. Body-worn camera (BWC) properly affixed to the non-dominant hand side vest pocket;
6. IFAK (Individual First Aid Kit) pouch no larger than eight (8) by four (4) inches;
7. Flashlight; and
8. Any other Department-issued/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 while working 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 events, or as directed by the Chief of Police. Under no circumstances will any other hat, cap or head covering be a replacement for the Class A Formal Uniform hat while at a formal 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 policy 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 Class A Uniform 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, Equipment and Accessories

1. In general, officers utilize both outer vests and duty belts to carry their essential equipment. The uniform gun belts, equipment 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 policy:
    a. Under belt;
    b. Gun belt;
    c. Firearm (duty weapon) and firearm holster for officers approved to carry the firearm;
    d. Handcuffs and handcuff case;
    e. ASP baton and holder for officers approved to carry an ASP baton;
    f. Flashlight and flashlight holder (outer vest or duty belt);
    g. Ammunition and magazine pouches (outer vest or duty belt), optional for captains and those of higher rank;
    h. Portable radio and radio holder (outer vest or duty belt);
    i. Belt Keepers;
    j. Oleoresin Capsicum (OC) and holster for officers approved to carry OC spray;
    k. TASER Energy Weapon (TEW) and holster (opposite side of firearm) for officers approved to carry a TEW (outer vest or duty belt);
    l. Key ring holder (optional); and
    m. Any other Department issued/approved equipment and accessories, that **does not** hinder an officer's ability to perform their duties.
3. Only the departmental equipment and accessories listed above (i.e., *Section VI D.2.*), or otherwise approved by the Chief of Police, may be worn on the uniform belt or outer vest.

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

The Logistics & Operations and/or the Academy and Training Unit will provide an initial issue of equipment, based on the employee's job description. This equipment will only be issued to and operated by personnel who have been properly trained in the care, storage, transportation and use of the property. **The carrying and use of Department-issued or Department-approved equipment must strictly adhere to departmental policies and training.**

A. Expandable Batons: All officers working in a uniform capacity or while performing authorized off-duty employment, will carry their issued expandable baton and holder. See also CCPD SOP: *D29: Less-Lethal Skills and Impact Weapons*.

B. Portable Radios: Officers who have been issued a portable radio will carry it with them, while working in a uniform capacity or while performing authorized off-duty employment, 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 portable radio, if the nature of an investigation prohibits it. See also CCPD SOP A9: *Radio Communications*.

C. Firearms: All officers on-duty or performing authorized off-duty employment, will carry their issued/approved firearm, ammunition and holster. This requirement may be waived by the Chief of Police in cases of light duty, administrative and/or other assignments. See also CCPD SOP: *F3: Firearms*.

D. Oleoresin Capsicum (OC): All officers working in a uniform capacity or while performing authorized off-duty employment, will carry their issued OC and holster. See also CCPD SOP: *D19: Use of Oleoresin Capsicum*.

E. TASER Energy Weapon (TEW): All officers working in a uniform capacity or while performing authorized off-duty employment, will carry their issued TEW and holster. See also CCPD SOP: *D30: TASER Energy Weapon* (*TEW*).

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

   1. 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.

   2. 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: All officers working in a uniform capacity and/or performing field activities, or while performing authorized off-duty employment, 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 officers. See also CCPD SOP: *D26: Handcuffing & Restraints*.

H. Body Armor: All officers shall be issued and have access to their body armor.

   1. All officers are required to wear their issued body armor during the following circumstances:

      a. When in performance of their patrol duty assignment, operating a police vehicle for enforcement duties, or while performing authorized 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;

      c. When directed to do so by a supervisor; and

      d. While engaged in other field activities (e.g., duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support roles).

   2. 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 supervisor.

3. Body armor will be readily available to all officers engaged in enforcement activity. Officers shall have their body armor available at the location of their assignment. 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: Employees are required to surrender all departmental equipment in their possession upon separation from the CCPD. Employees shall return all equipment issued to them during the course of their employment to a member of the Logistics & Operations Unit. See also 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/or approved by the Department.
3. Unauthorized persons are **not allowed** to wear or use any departmental uniform or equipment.
4. Issued uniforms will be worn by employees as designed, in their entirety, and in accordance 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 shall fit comfortably at both the waist and hips, with a fit that is neither too tight nor too loose. No bulky items shall be carried in, or protrude from the trouser pockets.
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 departmental uniforms under the following conditions:
    a. While on duty;
    b. During job-related court appearances, and in accordance with departmental procedures;
    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. Jeans and casual attire are **not authorized** for wear during normal duty assignments, unless specifically approved by a supervisor.
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 all sworn personnel assigned to the CID.
    a. Male Detectives: While on duty, male detectives shall normally wear dress slacks, a collared shirt or dress shirt (tie optional), and dress shoes. When attending court, they shall wear a business suit or sport coat with trousers, and a collared dress shirt, conservative necktie, dress socks and dress shoes. The duty weapon may be worn exposed in a belt or shoulder holster when outside headquarters and in public view.
    b. Female Detectives: While on duty, female detectives shall wear professional attire such as pant suits, a blouse with dress slacks, and dress shoes. Shoes with heels higher than two (2) inches are **not** permitted. Dresses and skirts are **not** authorized during regular duty assignments. The duty weapon may be worn exposed in a belt or shoulder holster when outside headquarters and in public view.
2. No blue jeans will be worn on duty, except with the consent of the CID Commander.
3. 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.
4. 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. 1. a. and b.*).
5. Detectives who are issued a portable radio shall carry it when they are away from the office 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, as it applies to court proceedings.

b. CID male detectives must comply with *Section VIII. B.1. a.* of this policy. The coat **may not** be omitted.

c. CID female detectives must comply with *Section VIII. B. 1. b.* of this policy. 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 policy.

4. Officers assigned to the Uniform Patrol Division (UPD) will wear the appropriate Class A Uniform or Class A Utility 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 "Long Sleeve" Uniform). The Class B Uniform may be used for off-duty employment, if approved in writing by the Chief of Police.

6. Officers may wear short or long sleeve Class A Uniforms at the officer's own discretion, unless prohibited by specific procedures or 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), captains and above, are permitted to wear a navy-blue in color uniform shirt, but must adhere to the guidelines set forth in *Section III.* of this policy. 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 Sections *III. A. and B.* of this policy, 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 policy, pertaining to *General Appearance & Personal Grooming Standards*, shall apply to any employee that is wearing any authorized uniform of the Department.

9. While wearing a uniform, all outer clothing (jackets, sweaters, etc.) will have the approved departmental patch and badge displayed.

E. Light Duty

1. Employees on light duty are prohibited from wearing any part of their departmental uniform or clothing that would identify them as an employee of the Department.
2. Personnel on light duty shall dress in a business-like manner, excluding jeans, and should keep their appearance neat, clean, wrinkle free and well groomed.
3. Employees on light duty are prohibited from working any off-duty and/or secondary employment, as defined by CCPD SOP: *B6: Off-Duty/Secondary Employment*.
4. Sworn personnel on light duty are permitted to carry an authorized departmentally-issued and/or personal handgun on their person under the authority of the Department, whether on or off duty, if they are physically able to carry, handle and/or operate the firearm despite their light-duty status **and** the firearm is carried in a concealed manner.

   However, sworn personnel on light duty are prohibited from carrying an authorized departmentally-issued and/or a personal shoulder weapon, under the authority of the Department, whether on or off duty. See also CCPD SOP: *C4: Temporary Light Duty*.

F. Civilian Attire

Division/Unit Commanders, may grant exceptions to this portion of this policy for special assignments. The final determination of acceptable limits of grooming and dress will be at the discretion of the Chief of Police.

1. Civilian personnel assigned to the Department shall dress in a business-like manner and should keep their appearance neat, clean, wrinkle free and well groomed.
2. 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.
3. 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.
4. 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.
5. Employees will wear appropriate undergarments at all times.
6. 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.
7. Head coverings (e.g., hats, beanies, and headscarves), **will not** be worn while inside buildings.

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. This section shall apply to all personnel, unless otherwise specified.

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 all 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 policy **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 that may constitute a risk of injury. Employees whose duty assignments may require the use of personal protective equipment shall not wear or maintain facial hair in a manner that could interfere with the proper fit, seal, or effectiveness of the equipment.

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

1. Employees are authorized to wear a full beard, goatee, or mustache that complies with the requirements of this section. Captains and those of higher rank are prohibited from wearing a beard or goatee unless medically necessary and approved by the Chief of Police.
2. Mustaches shall be neatly trimmed and shall not extend below the corners of the upper lip. A mustache shall not turn upward or downward at the ends or be worn twisted or waxed. The upper lip and mouth shall remain visible. A mustache shall not extend more than one-quarter (¼) inch outward. Styles such as “Fu Manchu,” “handlebar,” or “paintbrush” mustaches are prohibited.
3. Full beards and goatees shall be neatly and evenly trimmed, maintained in a clean and professional appearance, and shall not exceed one-quarter (¼) inch in length. A full beard shall not extend below the Adam’s apple (thyroid cartilage).
4. An authorized goatee shall consist of neatly groomed facial hair on the chin and may include a connected mustache. The goatee shall be centered and symmetrical and shall not extend excessively onto the cheeks or below the Adam’s apple (thyroid cartilage).
5. Lining or edging necessary to maintain a neat and professional appearance is permitted. Decorative lines, patterns, symbols, carvings, or other designs in facial hair are prohibited.
6. 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.
7. Employees are prohibited from having chin straps, chin curtains, soul patches, muttonchops, long sideburns or any other combination or style of facial hair.
8. Employees are prohibited from using any dye, fill-in cream, fill-in spray or any other cosmetics of any unnatural hair color.
9. 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 **will not** be obscene, advocate sexual, racial, ethnic or religious discrimination.

b. Sworn female officers may wear small, no larger than three sixteenths (3/16) of an inch post-type earring of a conservative design when in a departmental uniform. No more than two (2) earrings, per each ear.

c. Non-uniformed male officers 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. Nail Care and Manicures

   Employees shall maintain their fingernails and any artificial nail enhancements in a clean, neat, and professional manner consistent with the Department's standards of appearance.

   1. Fingernails and artificial nail enhancements shall not interfere with the safe performance of assigned duties or the proper use of issued equipment or personal protective equipment.

   2. Sworn personnel shall not wear fingernails or artificial nail enhancements extending more than one-quarter (¼) inch beyond the tip of the finger.

3. Non-sworn personnel may wear longer natural or artificial nails provided they are clean, neat, professional in appearance, and do not interfere with the employee's assigned duties, the safe operation of equipment, the use of personal protective equipment, or customer service.
4. Nail polish, if worn, shall be neatly applied and maintained in good condition.
5. Nail polish, if worn, shall have a single, solid-colored base that presents a professional appearance. The base color must be conservative; fluorescent or neon colors are prohibited.
6. A traditional French manicure is permitted. The base polish shall be clear, nude, beige, pink, or another conservative natural-looking shade. French tips shall be white or off-white only. No other tip colors are authorized.
7. Employees may have one (1) accent nail per hand. The accent nail shall maintain the same single, solid-colored base as the remaining fingernails and may include a conservative decorative design or artwork. Glitter polish, if used, shall be limited to the accent nail and shall be of the same or a closely matching color as the base polish. Contrasting glitter colors are prohibited. Raised or dangling ornamentation is prohibited.
8. During inspections, the employee's immediate supervisor shall have the authority to determine whether an employee's nail care or manicure complies with this policy. Employees directed to correct a grooming deficiency shall do so as soon as practical. Questions regarding interpretation may be addressed through the chain of command.

J. Tattoos, Markings and/or Brands: This policy 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 Department.

   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 (½) 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 Class A Uniform long-sleeve 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 policy 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 August 22, 2025.