

Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: August 2, 2023	Replaces: Amends: June 15, 2023	Number: 017.10
Subject: Uniforms, Equipment and Grooming		Re-evaluation Date: 2025
Distribution: ALL SWORN PERSONNEL	Related : 14.10M	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Definitions
4. Uniform Regulations
5. Approved Uniforms and Equipment
6. Plain Clothes Personnel
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8. Ownership of Uniforms and Equipment
9. Hairstyles and Grooming

1. **PURPOSE**

The purpose of this policy is to establish guidelines for the proper wearing of uniforms, equipment, clothing, personal appearance and proper grooming.

2. **SCOPE**

The provisions set forth herein apply to all sworn police personnel.

3. **DEFINITIONS**

- A. First Response Personnel – Sworn members of the Cocoa Beach Police Department, excluding Command Staff.
- B. Uniformed First Response Personnel – First Response Personnel assigned to, or while temporarily providing staffing for, uniformed Patrol, and are required to respond to calls for service.

4. **UNIFORM REGULATIONS**

Uniform police personnel shall wear the uniform and insignia of their rank as authorized and issued. Such articles of uniform shall conform in style, design and specifications as hereinafter provided. Personnel will exhibit a well-groomed, professional, disciplined and alert image.

- A. There shall be no visible mixture of civilian clothing with the official uniform.
- B. Uniforms will be neat, clean, well-pressed and brushed.
- C. The wearing of faded or worn articles of uniforms is prohibited.
- D. No alterations, except those necessary for proper fit. Alterations shall be approved by the Chief of Police, or designee.

5. **APPROVED UNIFORMS AND EQUIPMENT**

The following are approved uniforms:

- A. Class A – to be worn for special occasions, funerals, and felony court appearances.
 1. Long sleeve uniform shirt with shoulder epaulets, pocket flaps
 2. Uniform necktie
 3. Citation Bars (optional)
 4. Tenure bars (optional)
 5. Name plate worn directly over the right breast pocket of the shirt. The plate pins should be touching the top seam of the pocket
 6. Long legged trousers tailored so that the bottom hems barely touch the vamp of the shoes

7. Black or dark blue socks
 8. Shoes/boots smooth black leather or patent leather without color logos or markings. All laces will be black in color.
 9. Ceremonial Cover (when required)
- B. Class A Modified – may be worn as a regular duty uniform during cooler months, special events, and while attending misdemeanor and traffic court appearances. Same as Class A with the following exceptions:
1. Long sleeve uniform shirt with shoulder epaulets, pocket flaps and open collar with either mock turtleneck, dickie or similar in color undershirt worn in a visible manner underneath.
 2. Citation Bars (optional)
 3. Department issued black cap (optional)
- C. Class B – to be worn as a regular duty uniform, during special events and while attending misdemeanor and traffic court appearances.
1. Short-sleeve uniform shirt with shoulder epaulets, pocket flaps and open collar. Optional long sleeve black moisture-wicking compression-type shirt may be worn under short-sleeve uniform shirt.
 2. Name plate worn directly over the right breast pocket of the shirt. The plate pins should be touching the top seam of the pocket.
 3. Citation Bars (optional)
 4. Long legged trousers tailored so that the bottom hems barely touch the vamp of the shoes.
 5. Shoes/boots smooth black leather/patent leather or black athletic shoes without color logos or markings. All laces will be black in color.
 6. Department issued black cap or ceremonial cover (optional)
- D. Class B Modified – same as Class B with the following exceptions. This uniform will NOT be worn for court appearances.
1. Short-sleeve pullover uniform shirt with open collar. Optional long sleeve black moisture-wicking compression-type shirt may be worn under short-sleeve uniform shirt
 2. Issued blue BDU type pants OR long-legged trousers tailored so that the bottom hems barely touch the vamp of the shoes.
- E. Class C – may be worn as a regular duty uniform and during certain special events, weather permitting. This uniform will NOT be worn for court appearances, nor worn when cooler weather necessitates the need for a jacket.
1. Short-sleeve pullover uniform shirt with open collar. Optional long sleeve black moisture-wicking compression-type shirt may be worn under short-sleeve uniform shirt.
 2. Name affixed on right side breast area by uniform vendor
 3. Uniform shorts
 4. Shoes/boots smooth black leather or black athletic shoes with minimal logos or markings. All laces will be black in color.
 5. White crew or black low-cut socks
 6. Department issued Black cap (optional) or bike helmet (when required)
- F. Class D Motorcycle – to be worn during motor unit operations. May be worn for misdemeanor and traffic court appearances.
1. Regular duty – Class A-Modified, Class B, Class B-Modified, or other issued Unit-specific shirt may be worn. Motor breeches and approved Motor boots. Optional long sleeve black moisture-wicking compression-type shirt may be worn under short-sleeve uniform shirt. Issued jacket if needed.
 2. Dress/Event Uniform – long sleeve uniform shirt, white or blue in color. Motor breeches and approved Motor boots. Black ascot for funeral details (optional if required to look uniform with other participating Motor officers). White dress gloves (optional).
 3. Uniform variations and/or modifications may be made for training, regular duty, escorts, etc. upon approval of the Chief of Police or designee.
- G. Class E Training – to be worn during designated training exercises
Unless a uniform variation and/or modification is authorized by the Chief of Police or designee, attendees shall wear:
1. Designated issued training shirt or issued short-sleeved pullover uniform shirt with open collar
 2. Blue BDU type pants. Uniform shorts may be worn with approval of the Training Coordinator, or designee.
 3. Shoes/boots smooth black leather, khaki boots or black athletic shoes with minimal logos or markings.

Instructors shall wear:

1. Issued red short-sleeve or long-sleeve pullover shirt with department logo, and the word “Instructor” printed on the back.
 2. Khaki BDU pants or gym shorts (when required)
 3. Shoes/boots smooth black leather, khaki boots or black athletic shoes with minimal logos or markings.
- H. Off-duty Depositions/Hearings – Officers attending depositions and State Attorney hearings in civilian clothing shall not be required to wear a jacket and tie; however, appearance shall be neat and professional. Non-professional attire such as blue jeans, t-shirts, cutoffs, shorts, etc., is prohibited.
- I. Body Armor (CFA 14.10M)
1. Uniformed first response personnel shall wear all issued body armor while on duty. This includes either an internal covert or external armor carrier, one front and one rear flexible handgun rated ballistic panel and one Department issued 8”x10” rifle rated rigid ballistic plate, worn on the front side of the body.
 2. All other sworn officers assigned to administrative and/or office-related duties shall have issued body armor readily available while on duty. (CFA 14.10MA)
 3. All sworn personnel may wear issued external body armor carriers. External body armor carriers shall **not** be worn:
 - a. For trials
 - b. With Class A uniform
 - c. Any time a “tactical” appearance would not be appropriate. If unsure, consult the on-duty Shift Supervisor or a member of Command Staff.
 4. Unless approved by the Chief of Police or designee, only issued equipment and equipment pouches will be affixed to external body armor carriers.
 - a. When working in the capacity of Uniformed First Response Personnel, to include special events, Detectives and other officers assigned to administrative and/or office-related duties who have been issued magazine pouches for the external body armor carriers shall only carry/wear magazines on their issued duty belt. Any deviation must be approved by the Chief of Police or designee.
 5. All sworn officers shall wear body armor when they are engaged in pre-planned, high-risk activities, such as but not limited to, the execution of search warrants or participating in crowd control situations. (CFA 14.10MC)
 6. All body armor must be current in that it has not exceeded its length of duty as dated on the armor by the manufacturer. (CFA 14.10MB) Proper sizing, ordering and issuance of body armor to ensure all officers maintain current armor shall be the responsibility of the Logistics Manager.
- J. Uniformed First Response Personnel must wear/carry the following issued equipment:
1. Duty belt
 2. Holster – will be worn on the “strong hand” side
 3. Magazine pouch – black with two (2) fully loaded magazines, worn on the “support hand” side
 4. Department issued handgun with weapon light attached, maintained in a clean and serviceable condition.
 5. Chemical agent and/or Expandable Baton (refer to SOP 240.20 Response to Resistance)
 6. Electronic control weapon
 7. Handcuff case with hinged or linked cuffs
 8. Handcuff key
 9. Protective gloves
 10. CPR Microshield
 11. Tourniquet
 12. Narcan
 13. Police handheld radio
 14. Shoulder mic (optional)
 15. Police whistle (optional)
 16. Duty knife (optional)
 17. Patrol Suspenders (optional)
 18. Additional issued accessories, if applicable: Keeper strap(s), defensive baton holder, portable radio holder, chemical agent canister holder, personal protection pouch, and flashlight holder/ring, and tourniquet holder are approved accessories. All accessories will be black in color.

K. Other Required Apparel

1. Shoes and Boots – Shoes/boots will have a heel height of no more than one (1) inch, and a sole thickness of no more than $\frac{3}{4}$ inch. Soles should be of skid resistant type rubber, not leather. Shoes/boots will have rounded toes only. Western, cowboy, motorcycle styles will not be acceptable. Boots that lace up or have a zipper on the inside and do not interfere with restoring of the pant leg position when standing up from a seated position are permitted. Leather and patent leather are acceptable. Smooth leather topped shoes shall be kept clean and polished. Black athletic style shoes are not to be worn with the Class A uniform.
2. Undergarments – shall be worn while on-duty
3. Undershirt – shall be a V-neck or black crew collar. Black mock turtleneck or dickie is authorized for Class A modified only.
4. Belt –nylon or black leather basket weave
5. Inclement weather gear may be worn with the uniform as needed

L. Badges, Rank Insignia and Special Designators

1. The uniform badge shall be worn over the left breast pocket
2. Officers holding the rank of Lieutenant or higher shall wear the designated insignia of their rank on each collar of the uniform shirt. The Lieutenant gold bar shall be bottom-centered on each collar.
3. Officers holding the rank of Sergeant will wear the officially designated three (3) stripe chevrons on both sleeves of the Class A, B, and C uniform shirts. The top point of the chevrons will be centered one-half ($\frac{1}{2}$) inch below the shoulder patch.
4. Officers holding the rank of Corporal will wear the officially designated two (2) stripe chevrons on both sleeves of the Class A, B, and C uniform shirts. The top point of the chevrons will be centered one-half ($\frac{1}{2}$) inch below the shoulder patch.
5. Officers holding the appointment of FTO, and serve a continual, active role in the FTO program, may wear the officially designated one (1) stripe chevron on both sleeves of the Class A, B, and C uniform shirts, with prior authorization from the Chief of Police or designee. The top point of the chevron will be centered one-half ($\frac{1}{2}$) inch below the shoulder patch.
6. Special designators such as Traffic Homicide Investigator (THI); Field Training Officer (FTO), Motor, K-9, etc. pins, may be worn over the right breast pocket, centered above the nameplate. When worn in conjunction with citation bars, the special designator shall be worn directly above the citation bars.
7. Citation Bars may be worn over the wearer's right breast pocket above the name plate and centered on the seam of the shirt. Refer to SOP 028.00 – Awards, Decorations, Guidelines for Wearing Awards.
8. Tenure bars delineating three years of service for each bar may be worn on the wearer's left sleeve. Tenure bars are to be placed $\frac{1}{2}$ " from the sleeve crease and $\frac{1}{2}$ " from the cuff. When more than one bar is worn, the edges are to be touching.

6. **PLAIN CLOTHES PERSONNEL**

A. Detectives

1. Business attire – to be worn for special occasions, funerals, and felony court appearances. Gender appropriate formal business attire which includes a necktie for men, suit jackets, sports coats, and blazers. Both genders will wear long pants. Shoes/boots will have a heel height of no more than one (1) inch, and a sole thickness of no more than $\frac{3}{4}$ inch. Soles should be of skid resistant type rubber, not leather. Department issued handgun, maintained in a clean and serviceable condition. Badge will be clipped on belt near firearm.
2. Regular duty – Gender appropriate business casual, which may include a Department issued polo shirt. Jeans may be worn on Fridays or with the express permission of the Chief of Police, or designee. Badge may be worn on issued neck chain holder for visibility during special assignments.

7. **JEWELRY**

- A. Jewelry is optional and may be worn on the fingers, wrists, and neck.
- B. All jewelry must be of a conservative design and shall be limited to a wrist watch, one bracelet, wedding/engagement ring (or set), one ring of conservative design (such as class, school, or organization ring) on the opposite hand.
- C. One necklace, with or without a pendant. Necklace shall be worn inside the uniform shirt.
- D. Sworn female members may wear no more than two (2) stud earrings per ear. Hoop earrings or earrings that dangle are prohibited. Male members are prohibited from wearing earrings while on duty.
- E. Eyewear other than prescription glasses may be worn as long as the said eyewear is of a conservative design.

8. OWNERSHIP OF UNIFORMS AND EQUIPMENT

- A. Ownership and title to all uniforms/equipment issued to personnel of the Police Department are vested in the City.
- B. Police Department personnel shall be held accountable for proper care, use, and maintenance of all issued articles of uniforms/equipment. Uniforms/equipment shall be worn and used only in accordance with the provisions of this policy.
- C. No item of uniform/equipment shall be transferred or exchanged by Department personnel without approval of the Chief of Police or designee.
- D. It shall be the duty of each employee to produce and surrender, upon request of a Supervisor, any article(s) or item(s) of issued uniform or equipment or any other item worn or carried while on duty, which, in the opinion of the Supervisor, affect the employee's appearance or performance of duty.
- E. When an employee of the Police Department resigns, retires, is discharged, is granted an extended leave of absence, or in any way vacates employment, the employee shall surrender all issued uniforms/equipment to the proper authority. Where permitted by applicable laws, the City may withhold from Employee's final paycheck the cost of any items that are not returned when required. The City may also take any and all action deemed appropriate to recover or protect its property. In the case of death of an employee, the Supervisor shall be responsible for the recovery of all property, keeping in mind the feelings of the deceased employee's family.
- F. No employee of the Police Department shall wear any portion of the official uniform or carry an issued firearm or other issued gear or equipment while under disciplinary suspension. Upon notification of suspension for disciplinary reasons, police officers shall immediately surrender badge, identification card and firearm to the Supervisor giving notice of disciplinary suspension.
- G. Any employee of the Police Department who loses, misplaces, or damages any issued property shall immediately report such loss or damage to the Supervisor in writing. The employee may be held responsible for loss or damage of issued property.
- H. Officer uniform items that become unserviceable due to normal wear or size change will be replaced at the direction of the Supervisor.
- I. The use of personally owned equipment while on-duty must be inspected and approved by the Chief of Police or designee, and conform and comply with all applicable policies and procedures at all times. A written request, via Memorandum through the Chain of Command, shall be submitted by the requesting Member justifying the item's job-related necessity.

9. HAIR STYLES AND GROOMING

- A. Police Department Male Personnel
 - 1. Hair style – Hair styles shall be conservative and evenly trimmed at all times. The thickness of the hair shall not exceed two (2) inches above the skull at the top and shall be tapered proportionally along the sides and back of the head. Hair will not protrude over the ears and be no thicker than ¼ inch around the ear itself. The hair on the back of the neck will not extend downward to any point closer than one (1) inch from the top of the collar.
 - 2. Sideburns – Sideburns shall be uniform from top to bottom, be neatly trimmed, not exceed one (1) inch in width, and will not exceed ¼ inch in thickness. Sideburns will not extend below the lowest point of the Tragus of the ear.
 - 3. Facial Hair – The Chief of Police or designee reserves the right to direct personnel to shave and/or deny authorization of facial hair.
 - a. Mustaches
 - 1) Mustaches shall be of conventional type, be neatly trimmed, and not present a bushy or unkempt appearance.
 - 2) Mustaches shall not be more than ¼ inch in thickness, and not extend onto or over the upper lip, nor extend beyond or below the corners of the mouth on its own.
 - b. Beards and Goatees
 - 1) Beards and Goatees shall be fully grown while on Personal Time Off or otherwise away from the Department, and worn with a mustache--personnel cannot appear for work with partially grown Beards and Goatees.
 - 2) Beards and Goatees shall not be more than ¼ inch in thickness at its longest point.
 - 3) Goatees shall follow the natural arch of the mouth and be kept neatly trimmed and clean at all times. The neck shall be clean shaven.

- 4) Beards shall follow the jaw line and be kept neatly trimmed and clean at all times. The neck shall be clean shaven.
 - 5) Personnel shall not be permitted to maintain an unkempt, unshaven appearance as a result of a failure to shave.
- B. Police Department Female Personnel
1. Hair style – Hair length is optional; however, female personnel will have their hair styled in such a manner so as to prevent it from extending or hanging below the bottom edge of the shirt collar. Hair clasps, barrettes, or fasteners worn while in uniform shall be conservative in style and color.
 2. Make-up – When worn, shall give as natural an appearance as possible.
- C. Exceptions – The Chief of Police or designee may make certain accommodations on a case-by-case basis, such as for religious or medical reasons. Police Department personnel assigned to undercover or other special assignments may be exempt from certain provisions of this policy with the approval of the Chief of Police, or designee. Appearance and grooming standards for undercover police officers shall be established in accordance with the needs and circumstances of the special duties to be performed.
- D. Personal Hygiene
- Attention to acceptable standards of personal hygiene is mandatory for all Department personnel while on duty or in uniform. Hair shall be properly groomed. Fingernails shall be clean. Body odor shall be controlled appropriately.



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