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BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

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18.1 PURPOSE

To establish guidelines for the dress and grooming standards of Charleston Police Department (CPD) employees while at work, on duty, or in uniform, to maintain the professional image of the Department.

18.2 POLICY

While in uniform, in plain clothes or on duty, CPD employees are always expected to maintain a professional appearance. Employees are expected to adhere to the guidelines in this general order while engaging in professional police activities. All employees issued uniforms and equipment shall wear them in the proper manner.

Should an employee have a medical condition or religious belief that may require deviation from this policy, the employee should contact the Human Resources Department. Reasonable accommodations may be made, unless the accommodation creates an undue hardship.

It is the responsibility of leaders at all levels to exercise good judgment in the enforcement of Department policy as it pertains to grooming standards.

18.3 DEFINITIONS

Employees: For the purpose of this general order, employees are identified in the following groups:

1. **Officer** – A sworn police officer of any rank.
2. **Plain-Clothed Officer** – A sworn officer of any rank assigned to a plain-clothed position or wearing plainclothes in an on-duty capacity. Sworn employees assigned to the Special Investigations Unit, Warrants Unit or Task Force Units are not included.
3. **Professional Staff Uniformed Employee** - An employee who is not a sworn law enforcement officer and is issued a work uniform. These employees include those assigned to Animal Services, Forensic Services, Fleet Services, Front Desk, NCIC Operations, Supply and Radio Shop.
4. **Plain-Clothed Professional Staff Employee** – A professional staff employee not provided with a uniform.

18.4 UNIFORMED OFFICER'S ATTIRE (CALEA 26.1.1; 22.2.5)

Each officer is assigned police department equipment and is responsible for the proper care of issued equipment.

All uniformed officers will wear or carry the following equipment while on duty: a complete uniform including trousers, shirt, black undershirt, hat, shoes, badge, nameplate, handcuffs, Department issued firearm, two (2) pens, approved leather gear, issued intermediate weapons (see *General Order 25.5: Intermediate Weapon Requirement* for rank requirements), and at least one spare magazine fully loaded with Department-issued bullets.

In no case will any flags, ribbons, religious pins or other emblem be placed on the uniform without permission of the Chief of Police.

It is the policy of the Charleston Police Department that its sworn officers are dressed professionally and uniformly. Only equipment issued by the Charleston Police Department, or authorized by the Chief of Police, will be worn, or utilized.

All sworn officers will be provided all uniforms and equipment necessary to complete their task. All uniforms are to be well fitted and provide maximum comfort during seasonal changes. Uniforms can be form fitting, but not excessively tight so that body contours, underwear line, or other revealing undergarments are evident.

Officers may unbutton only the top button of an issued uniform. All other buttons shall be buttoned at all times.

The uniform will identify the wearer by name, rank, and agency. All leather goods, accessories, and service weapons should

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convey uniformity. Personnel will have the option to wear short-sleeve or long-sleeve uniform shirts.

Footwear

All footwear will be well maintained and properly polished. Solid black socks will be worn with all uniform footwear.

Headgear

1. **Patrol Hat:** Sworn officers shall wear this hat when representing the Department at official outdoor functions (including funerals, ceremonies, etc.). The issued hat badge is worn on the front and must correspond with the sworn officer's rank.
2. **Baseball-Style Cap:** Sworn officers shall only wear the Department issued baseball-style cap with embroidered CPD patch when in uniform. This cap shall only be worn by personnel who have prolonged exposure to direct sunlight performing outdoor police duties (traffic investigations, traffic control, criminal investigations, etc.) during daylight hours or during periods of inclement weather. Proper wearing of the hat is square on the head with the brim level across the forehead.

Motorcycle officers, Mounted Patrol officers and bicycle officers may wear the cap anytime that their helmet is not being worn.

Specialized unit baseball-style caps shall only be worn with the specialized unit uniforms.

3. **Watch Cap:** The watch cap is worn in times of cold weather. The watch cap is worn straight on the head and pulled down on the head snugly and comfortably without excessive gaps or distortion. Officers may purchase a fully black watch cap (no logos or designs) for wear.

CLASS A UNIFORM

The Class A Uniform is designed for formal and semi-formal wear for all officers.

Command Staff Sworn Officers

Command Staff sworn officers are issued the following to wear as Class A uniforms:

1. **Dress Jacket:** Command Staff will wear their Department-issued dress jacket, white long sleeve uniform shirt, white undershirt and black tie with all devices and insignias for special functions such as awards ceremonies, luncheons/dinners, and funerals where a standard work uniform is not sufficient.
2. **White Long-Sleeve Uniform Shirt with Tie:** The white long-sleeve uniform shirt with collar devices and insignia may be worn without the jacket. This uniform may be worn by Command Staff sworn officers when the dress jacket is not necessary. A white undershirt will be worn with the white long-sleeve uniform shirt.
3. **Blue Long-Sleeve Uniform Shirt with Tie:** The blue long-sleeve uniform shirt with tie may be worn like sergeants and below. A black undershirt will be worn.
4. **Uniform Shoes** – "Dress Shoes" for the Class A uniform will be high gloss dress Corfam Oxfords.

Sergeants and Below

The Class A uniform for Sergeants and below will consist of the blue long-sleeve uniform shirt with issued tie and black undershirt. Sworn officers will wear the high-gloss dress Corfam oxfords.

CLASS B UNIFORM

The Class B uniform consists of the blue uniform short-sleeve shirt or the blue long-sleeve uniform shirt with the issued "CPD" embroidered turtleneck or black undershirt. Black boots or oxfords may be worn with this uniform. The Class B uniform will be the uniform of the day for Uniform Patrol.

CLASS C UNIFORM

The Class C uniform varies according to the needs of specific units (i.e., Motor Officers, Bicycle Officers, Harbor Patrol, etc.). This uniform will only be worn by the specific units when performing duties for that unit. The uniform must be consistent with the image of the law enforcement profession. This uniform is not authorized for off duty employment unless directly related to off duty work being performed or authorized by the Special Events and Secondary Employment Commander (See *GO 50.25 – Off Duty Employment Attire*).

TRAINING UNIFORM - CLASSROOM/RANGE ATTIRE

When attending classes, whether at the Department or attending off site while representing the Department, officers shall wear a collared shirt and 5.11-style pants or casual dress slacks. Jeans, sweatpants, shorts, T-shirts, and tank tops are not to be worn while attending class.

When officers are participating in activities in which range clothing is approved, this attire will consist of jeans or BDUs/cargo pants and appropriate shirts. Shorts, tank tops and offensive t-shirts are not to be worn.

18.5 EXTERNAL VEST CARRIER

An external vest carrier is authorized as an option to wear over the outside of the uniform shirt. The department-issued ballistic body armor will be secured inside the vest carrier according to the manufacturer's recommendation. Nameplate, badge, awards, ribbons, and unit insignia shall be worn on the vest carrier in the same manner as on the uniform shirt. The external vest carrier shall not be worn with the class A uniform.

Officers who opt to wear an external vest carrier will ensure they remain in compliance with General Orders 3.13 (Required Wear of Body Armor) and 25.5 (Intermediate Weapon Requirement) when removing the carrier in public, except in exigent circumstances necessitating the immediate removal of the carrier.

The carrier will only be worn with the ballistic panels inserted, and officers are required to keep the external vest carrier clean and in good condition pursuant to the manufacturer's care instructions. The external vest carrier will be replaced at the same time as the ballistic panels or at the discretion of the supply officer.

All personnel issued an external vest carrier are required to attend training as described by the Office of Professional Development and Training.

Officers may choose from the following options or continue wearing the uniform pursuant to General Order 18.4.

1. Point Blank Duty Carrier w/fixed pockets (black) and "POLICE" patch - This carrier can be worn with the Class C uniform and range attire. Plainclothes officers (detectives, investigators, etc.) may wear this carrier when the wearing of ballistic body armor becomes necessary and in place of the lightweight windbreaker.
2. The Guardsman Custom Half-Molle Load Bearing Vest - Bluestone Safety - This carrier can be worn with the Class B duty uniform and range attire. Only approved pouches that match the carrier will be authorized.

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3. The Chief Custom Load Bearing Vest (NO MOLLE)- Bluestone Safety - This carrier can be worn with the Class B duty uniform and range attire. Pouches can be sewn onto this carrier, or it can be worn without pouches.
4. Optional Shirt – When utilizing the external vest carrier, an approved Class B Style Hybrid Shirt, long or short sleeve, may be substituted for the standard uniform shirt. The shirt shall have CPD shoulder patches and CPD collar brass, identical to the standard uniform shirt.
5. Suspenders – A suspender system may be worn under the external vest carrier, which attaches to the duty belt. The suspenders should not be visible while wearing the vest carrier. The Department does not currently purchase suspender systems, but they may be worn by officers who opt to self-purchase.

There are three pouches/items that are authorized to be attached to the external vest carrier and they will be attached in the following order (from strong side to support side): Tourniquet Pouch, Magazine Pouch, and Taser. The handcuff and radio will be moved back to the belt. No other pouches or items are authorized for wear on the external vest carrier. Equipment on the external vest carrier will be issued through supply, and attachments must not interfere with seatbelt operation, handgun use, rifle use, or any other equipment carried on the duty belt.

This policy does not preclude an officer from utilizing any available vest they have when unforeseen circumstances require the immediate need for ballistic protection. In addition, this section does not govern outer carriers issued to Canine and SWAT officers for their assigned duties.

18.6 PLAIN-CLOTHED OFFICER'S ATTIRE

Oftentimes plain-clothed officers are required to mingle/blend with a particular individual or group. This policy addresses the grooming and attire of officers that are currently assigned to work in plain clothes. It does not apply to officers assigned in an undercover capacity.

All clothing and jewelry should be that of responsible discretion, contemporary standard, and in compliance with current departmental policies. The style and design of clothing/jewelry worn by plain clothed officers should conform to the nature of the assignment. Earrings worn by any officer under this exception should be of the stud or small hoop type and confined to one per earlobe. Any other body piercing visible to the public is prohibited.

All plain-clothed officers will wear civilian clothes that are in conformance with current acceptable standards of professional business attire.

1. Appropriate dress for male officers will be business suits or sport coats with slacks and ties. The suit jacket or sport coat is optional except for court. Male officers may wear any type of business dress shoes, except sandals or open-toe shoes.
2. Appropriate dress for female officers will be business suits, slacks or skirts with blouses or sweaters and a blazer or jacket or a dress. Female officers may wear any type of business dress shoe except sandal, open-toe shoes or any shoe with a heel exceeding three (3) inches in height.
3. A commanding officer will wear suitable business-like clothing as required by the nature of the duty to which a particular member is assigned.

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4. Plain-clothed officers are required to carry a Department-issued firearm, a badge, handcuffs, one intermediate weapon (see *General Order 25.5: Intermediate Weapon Requirement*) and one spare magazine for their issued weapon.

The Chief of Police, or designee, reserves the final authority to disallow any attire deemed to be unreasonable or offensive in nature.

18.7 PLAIN-CLOTHED OFFICER'S ATTIRE DURING POLICE ACTION

Central Detectives will be issued a lightweight windbreaker jacket by the Supply Officer upon their appointment to the position. The issued police windbreaker jacket that displays a printed badge and "POLICE" on the front, and large printed "POLICE" on the back will be the primary outer garment for the purpose of taking official police action while in plain-clothes (i.e. – search warrants, traffic stops, etc.).

Non-uniformed officers may **NOT** exclusively use badge clips, neck chains, or holders to display badges for identification purposes during the service of the warrant. However, badge clips, neck chains, and holders may be used to display badges for the purpose of officer-to-officer identification when the need no longer exists for non-uniformed officers to be readily identified as police officers to non-law enforcement individuals. At the scene of an emergency where it is desirable to display the badge continuously, it will be attached to an outer garment.

Officers working in plain clothes will promptly identify themselves when the necessity arises.

When situations arise that require emergency police action, the plain-clothed officer will don the issued police windbreaker prior to taking action. In the event that the officer determines donning the police windbreaker is infeasible, officers should display their badges and identify themselves as police officers. In any event the plain clothed officer should make every effort to identify themselves as police officers to suspects, the public, and other police officers.

Officers may be well known to other Charleston Police Department personnel by sight but be completely unknown to new officers or officers of other agencies. This order will apply to off-duty officers who engage in police action, plain-clothed officers involved in search warrant actions, and any officer in a plain clothes action that does not require anonymity of the law enforcement officer.

18.8 UNIFORM REQUIREMENTS FOR PLAIN-CLOTHED OFFICERS

Plain-clothed officers are required to retain at least one full uniform in proximity and in a condition ready for immediate use.

18.9 ATTIRE FOR COURT APPEARANCE

All employees will maintain a proper uniform appearance on-duty and off-duty while attending court.

Officers will be in proper attire for court in accordance with this General Order and the following guidelines:

1. Male officers - Uniform or coat and tie;
2. Female officers - Uniform or business attire.

Whenever appearing in court, unless otherwise advised by the Chief of Police, or designee, officers will also follow *General Order 44: Court Conduct & Services*.

A professional staff employee will wear professional business attire when attending court.

This will apply to all Judicial or Administrative Proceedings held in Municipal, Magistrate, State, and Federal Courts.

18.10 PERSONAL ARTICLE REIMBURSEMENT

Personal articles that are eligible for reimbursement under this policy are as follows: shirts, sweaters, coats, pants, eyeglasses,

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contact lenses, and non-prescription sunglasses.

An employee who has lost or damaged an eligible personal article while in the course of his or her job duties may submit a request for reimbursement. This request will be in the form of a BlueTeam report for Damage-Non Department Property and the Administrative Services Director will be copied. All damaged items will immediately become the property of the Department and will be turned in before the request for reimbursement is approved.

If an item is deemed to have been damaged through a work-related incident and is found to be un-repairable then the individual will be compensated based on a depreciation schedule but with the amount not to exceed the following table:

Maximum Reimbursement Schedule

Shirt	: \$20.00
Sweater	: \$30.00
Coat (Raincoat/Overcoat/Sport coat/Jacket)	: \$40.00
Pants	: \$30.00
Eyeglasses/Contact Lenses	: \$100.00
Non-prescription sunglasses	: \$25.00

18.11 WEARING UNIFORM UNDER SUSPENSION

Under no condition will an officer wear a uniform while under suspension or otherwise engage in employment that is based in whole or in part upon the individual's status as a police officer.

18.12 MAINTENANCE OF UNIFORMS AND GENERAL APPEARANCE

All officers will maintain a neat and clean appearance. All clothing will be kept laundered and pressed, and shoes will be polished at all times.

Uniforms shall be serviceable and in good repair to reflect the professionalism of the Department. Personal hygiene should be foremost while at the workplace and in the performance of one's duties.

18.13 PERSONAL APPEARANCE FOR MALE OFFICERS IN UNIFORM

Hair – Hair on top of the head will be neatly groomed. The length and bulk of the hair will not be excessive or present an unkempt, ragged or extreme appearance. The hair outline will follow the contour of the ear. Hair will not fall over the ears or touch the collar, except for the closely cut hair at the back of the neck. The bulk or length of the hair will not interfere with the normal wear of the uniform hat. Male employees in uniform will not wear hair accessories while on duty. Cutting or shaving areas on the scalp into letters, words, or designs is not permitted.

Hair Color – Officers should avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to purple, blue, pink, green, orange, and fluorescent or neon colors.

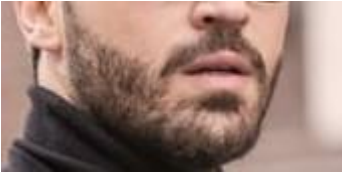
Sideburns – Sideburns must be well groomed and must not be worn longer than a line even with the bottom of the earlobes.

Mustache and Beard – A well-groomed and neatly trimmed mustache, beard, or goatee of a natural color may be worn. Full or partial beards are authorized, however patchy, spotty, or clumps of facial hair are not permitted.

1. Mustaches may not extend over the lip line of the upper lip or beyond or below the corner of the mouth. The ends of the mustache will not be twisted or waxed.
2. A goatee is defined as a small chin beard connected to a mustache and neatly trimmed. The growth of the goatee may not extend more than ¼ inch below the bottom of the chin.

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3. The beard will be worn with a mustache and not exceed ¼ inch in length and thickness. The length is between a heavy stubble and a short beard.



4. Facial hair will be worn in a neat and conservative manner that presents a professional appearance.
5. Facial hair must follow the jaw line and will not extend beyond the laryngeal prominence (Adam's Apple).
6. The neck area will always be kept clean shaven.
7. Facial hair must not interfere with the proper fit of Department issued protective equipment, including HEPA and gas masks.
8. The Chief of Police, or his designee, reserves the right to direct officers to shave for formal occasions or events.
9. The Chief of Police, or his designee, will have the final authority in determining the professional appearance of facial hair worn by officers.
10. All supervisors will have the responsibility of ensuring the grooming standards of their officers.

Jewelry – Jewelry is authorized and will be in good taste. Eccentricities or faddishness are not permitted. Jewelry will not present a safety hazard. The wearing of jewelry is optional. If jewelry is damaged or lost while in the performance of duty, it will not be repaired or replaced at the expense of the Department.

- **Rings** – While in uniform, officers are authorized to wear only one ring per hand plus an engagement ring, wedding band, or wedding set.
- **Earrings and Surface/Dermal Accessories** – Earrings and visible surface/dermal accessories are prohibited for male uniformed officers.
- **Necklaces** – Only one (1) necklace may be worn, and it will not be visible.
- **Wristwatch** – Wristwatches are permitted along with approved medical alert bracelets. Ankle bracelets are not authorized.

18.14 PERSONAL APPEARANCE FOR FEMALE OFFICERS IN UNIFORM

Hair – Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity. Long hair that extends below the bottom of the collar must be worn pinned up in a neat manner. While up, no part of the hair will extend below the bottom of the shirt collar.

Hair Styles – Ponytails, pigtails, or braids that are not secured to the head (allowing hair to hang freely), widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited. Extensions, weaves, wigs, and hairpieces are authorized; however, these additions must have the same general appearance as the individual's natural hair. Additionally, any wigs, extensions, hairpieces, or weaves must comply with the grooming policies set forth in this paragraph. Cutting or shaving areas on the scalp into letters, words, or designs is not permitted.

Hair Devices – Hair accessories must be functional, not ornamental, and are restricted to the following:

1. Dark blue or black ribbons or terry-covered rubber bands.
2. Silver, gold, black, dark blue, or dark brown barrettes or clips.
3. Black, white, dark blue, or dark brown headbands.

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4. All other accessories are restricted to black, white, dark blue, or dark brown.
5. No accessory may have decorations on it and each accessory may be only one color.

Headgear – Females will ensure that hairstyles do not interfere with proper wear of police headgear and protective masks or equipment at any time. When headgear is worn, the hair will not extend below the bottom edge of the collar.

Hair Color – Officers should avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to purple, blue, pink, green, orange, and fluorescent or neon colors.

Cosmetics – Cosmetics must be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and should be avoided. Lipstick colors will be conservative and complement the individual. Long false eyelashes will not be worn when in uniform.

Fingernails – Fingernails will not exceed 1/4 inch measured from the fingertip. Extreme nail polish colors are not acceptable including bright fluorescent/neon colors.

Jewelry – Jewelry is authorized and will be in good taste. Eccentricities or faddishness are not permitted. Jewelry will not present a safety hazard. The wearing of jewelry is optional. If jewelry is damaged or lost while in the performance of duty, it will not be repaired or replaced at the expense of the Department.

Rings – While in uniform, officers are authorized to wear only one ring per hand plus an engagement ring, wedding band, or wedding set.

- **Earrings and Surface/Dermal Piercings** – One (1) earring per ear (centered on the earlobe) may be worn. Nose rings are not authorized. Earrings will be only small studs or small hoops with either screw-on capabilities or posts. Any other visible surface/dermal piercing is prohibited.
- **Necklaces** – Only one (1) necklace may be worn and it will not be visible.
- **Wristwatch** – Wristwatches are permitted along with approved medical alert bracelets. Ankle bracelets are not authorized.

18.15 GROOMING STANDARDS FOR MALE PROFESSIONAL STAFF UNIFORM OR PLAIN-CLOTHED

EMPLOYEES

Hair – Males employees will keep hair reasonably clean and neatly groomed. Non-traditional hair colors are not permitted.

Facial Hair – Male civilian employees may have facial hair. Mustaches and beards should be neatly trimmed and no more than one-half (1/2) inch long. Goatees and beards must be kept trimmed above the neckline (above the Adam's apple). Artwork shaven in facial hair is prohibited.

Sideburns – Sideburns may not pass earlobes.

18.16 GROOMING STANDARDS FOR FEMALE PROFESSIONAL STAFF UNIFORM OR PLAIN-CLOTHED

EMPLOYEES

Hair – Females will wear their hair clean, combed and neatly trimmed or arranged. Hair that is unkempt is not permissible regardless of length for an employee. Hair will be pulled back as needed to perform job duties. Hair coloring must be of natural color, and styles shall be in keeping with the professional image of CPD. Hairpieces or wigs will be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these regulations. Hair ornaments worn to keep the individual's hair in place will be concealed as much as possible and will be of a color that blends in with the individual's hair color.

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Cosmetics – Cosmetics must be applied in good taste so that colors blend with natural skin tone and enhance natural features. Daytime cosmetics suited for the professional atmosphere are acceptable. Exaggerated or faddish color styles are inappropriate. Lipstick colors should be both conservative and complementary to the individual.

Fingernails – Length of nails should not interfere with professional duties. Extreme nail polish colors are not acceptable including fluorescent/neon colors.

Jewelry – Jewelry is acceptable and should be worn in good taste.

Rings – Rings may be worn as long as they do not constrict one's professional duties.

Earrings – When more than one hole is present in each ear; earrings should be conservative graduating down in size from bottom to top. Bracelet-type loops are prohibited. Earrings should not exceed three (3) inches in length or width from the ear. No wild, exaggerated designs or colors that may cause undue attention will be authorized.

18.17 DRESS STANDARDS FOR PROFESSIONAL STAFF PLAIN-CLOTHED EMPLOYEES

1. Employee dress and overall appearance should present a business-like image to the public.
2. Business casual or professional business attire will be worn while on duty.
3. Business Casual – While standards of formality in dress are somewhat relaxed; employees are expected to present a professional and business-like appearance. The following standards apply:
 - a. Slacks – khakis, cotton and other slacks are acceptable if clean and neatly pressed. Denim is not acceptable. Other inappropriate items include sweatpants, stretch pants, shorts, bib overalls, stirrup pants, and spandex or other form-fitting pants.
 - b. Shirts – casual shirts with collars, golf shirts, capped-sleeved shirts, sweaters, non-collared fitted shirts, and turtlenecks are acceptable. T-shirts, tank tops, spaghetti strap shirts, tube tops, halter-tops, revealing or midriffed-baring tops, shirts with lettering, cartoon characters, phrases, pictures, or any tops with bare shoulders (unless worn under another blouse or jacket) are unacceptable.
 - c. Skirts and Dresses – casual dresses and skirts that are no higher than 2 inches from the knee are acceptable. Spaghetti strap dresses and mini-skirts are not acceptable.
 - d. Footwear – dress boots, loafers, flats, dress sandals and leather deck shoes are acceptable. Athletic shoes, hiking or climbing boots, tennis shoes, casual sandals, slippers and flip-flops are not acceptable.
 - e. Hats – hats of any kind may not be worn on duty.
4. Scrubs - Forensic Services personnel conducting laboratory examinations may wear scrubs. Scrubs can be black, blue or gray and cannot have a pattern of any kind.
5. During special circumstances, the Commander/Director may issue a relaxed attire authorization at the Department. This relaxed attire will still require business casual attire but will allow for the wear of denim jeans. Denim jeans shall not be tight fitted, worn, torn or of any bright color.

18.18 EMPLOYEE IDENTIFICATION (CALEA 22.1.8)

The Department achieves its accountability objective through the creation of personalized employee identification cards. All employees are issued identification cards upon their employment with the Charleston Police Department. The identification card contains, at a minimum, the employee's photograph, signature, name, sworn status and/or title, reporting number, employee number, date of issue, and date of expiration. In no case will any employee permit any other person to borrow or use the item of identification issued to the individual. Any loss of such item will be reported immediately to the individual's

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superior officer.

Sworn officers are required to keep their credential identification cards on their person at all times. The only exception to this policy will be when the Officer is working in an undercover position and possession of such identification would jeopardize the operation, officer anonymity, or officer safety.

To promote public confidence and employee accountability, at any time when a member of the general public requests to view an employee's identification card, when it is reasonable to do so and in accordance with departmental policy, the employee will respectfully allow him or her to view the card.

18.19 TATTOOS/BODY ART/BRANDS

Definitions:

1. **Brand:** defined as a picture, design, or other marking that is burned into the skin or other areas of the body.
2. **Body markings:** defined as pictures, designs or other markings as a result of using means other than burning to permanently scar or mark the skin.
3. **Extremist:** extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate hatred or intolerance based on race, ethnicity, national origin, gender, sexual orientation, gender identity, religion, economic status, age or disability; advocate create, or engage in illegal discrimination based on race, ethnicity, national origin, gender, sexual orientation, gender identity, religion, economic status, age or disability; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.
4. **Indecent:** indecent tattoos or brands are those that depict nudity or are offensive to modesty, decency, propriety, or professionalism.
5. **Racist:** racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person or group of people based on race, ethnicity, or national origin.
6. **Sexist:** sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person or group of people based on gender.
7. **Tattoo/body art:** defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method including pictures designs or markings only detectible or visible under certain conditions (as in an ultraviolet light or invisible ink tattoo). The term tattoo and body art are interchangeable.

Employees may have visible tattoos while at work. Tattoos, body art, or brands, anywhere on the body, that are commonly associated with gangs, supremacist or extremist groups, or that are sexist, racist, or advocate religious discrimination, or drug use are prohibited. Tattoos are explicitly prohibited from being visible above the collarbone on the neck, face, or head and visible with an open collar shirt. Additionally, tattoos will not extend below the wrist onto an employee's hands. The only exception is a tattoo of one wedding band, on a ring finger, on one hand. A tattoo, brand or body art that is deemed indecent will be covered while the employee is at work.

The Charleston Police Department will vet all exposed tattoos, body art, and brands through the Criminal Intelligence Unit. The Department reserves the right to require employees to conceal their tattoos, body art or brands if deemed

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necessary to conform to evolving community standards, attitudes, or beliefs. This policy and its exceptions do not grant permanent approval to display any tattoos, body art or brands subsequently deemed unacceptable for display and employees may be required to cover them at any time. If an employee has any tattoo, body art or brand that meets one of the above prohibited criteria, the employee will be required to remove or alter the prohibited marking (at his or her expense) or face disciplinary action, up to and including termination.

The Chief of Police or designee shall make the final determination as to whether tattoos, body art or brands are inappropriate.

18.20 CLOTHING ALLOWANCE

The Charleston Police Department provides a clothing allowance for sworn personnel whose primary job requires them to wear plain clothes. This allowance will be a sum of money determined and authorized by the Chief of Police. Pending authorization by the Chief of Police, eligible sworn personnel will receive an allowance bi-annually in January and June through the payroll process for tax withholding and reporting purposes. Officers permanently assigned to the below division/units are eligible to receive a clothing allowance:

1. Central Investigations Division
2. Special Investigations Unit
3. Patrol Team Administrators and Investigators
4. Traffic Investigators
5. Public Information Officer
6. Polygraph Examiner
7. Office of Internal Affairs/Accreditation
8. Community Oriented Policing Administrators
9. Background Investigator
10. Special Projects Administrator

In order to receive the allowance, officers must have been assigned to an eligible unit for the entire six-month period and must be present in this role at least 12 weeks per half-year period. The captain for each eligible area will be responsible for authorizing which personnel under his/her command meets the criteria for receiving the allowance. This authorization will be completed in writing to CPD Payroll and will be completed 3 weeks prior in which the allowance will be paid.

18.21 INITIAL ISSUANCE OF UNIFORMS & EQUIPMENT (CALEA 22.1.6)

Upon hire, all officers will report to Supply where they will be issued all uniforms and equipment necessary to perform their police duties. Officers can request new uniform or equipment items from Supply on an annual basis, unless those items are lost or unserviceable.

The following uniform items will be initially issued to all officers:

1. Long-Sleeve Patrol Shirt (x2)
2. Short-Sleeve Patrol Shirt (x3)
3. Patrol Pants (x3)
4. Rain Jacket

GENERAL ORDER #18

5. Rain Pants
6. "CPD" Turtleneck
7. Blue Polo Shirts
8. Tie and Tie Tac
9. Sam Browne Belt
10. Inner Web Belt
11. Patrol Hat/Rain Hat Cover
12. Baseball-Style Cap
13. Winter Watch Cap
14. Boots

The following equipment will be issued to all officers:

1. Handgun
2. Body Worn Camera
3. Ballistic Vest
4. Outer Rifle Vest
5. Holster
6. Magazine Holder – Double
7. Asp & Holder
8. OC Holder
9. Flashlight
10. Traffic Wand
11. Latex Glove Holder
12. Reflective Vest
13. Tourniquet Kit w/ Holder
14. Handcuffs w/keys and Cases (x2)
15. Bloodborne Pathogen Kit
16. Trauma Kit
17. Belt Keepers (4-pack)
18. Crowd Control Equipment Bag
19. Helmet w/ Shield
20. Gas Mask
21. Baton
22. Gas Mask Carry Bag

Plain-Clothed Officer Equipment

Officers in a plain clothed assignment will be additionally equipped with:

1. Concealment holster
2. Magazine/Cuff combination case
3. Detective Badge with badge holder

GENERAL ORDER #18

4. Detective OC Spray
5. CPD Windbreaker
6. Reflective Police Arm Band

18.22 APPROVED AWARDS, RIBBONS & INSIGNIA

Only those awards and ribbons approved by the Department may be worn with the uniform.

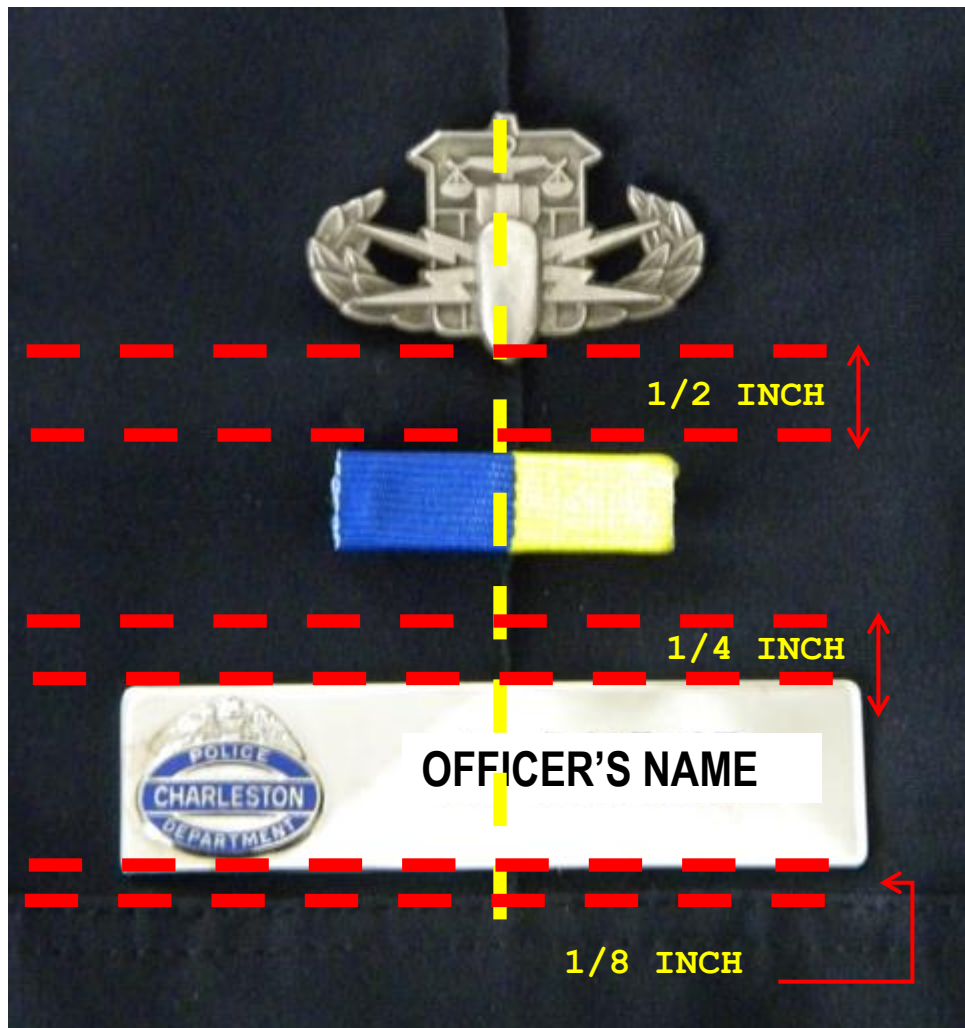
The following are approved for uniform wear:

1. Medal of Valor / Medal of Honor
2. Crimson Heart Award / Lifesaving Award / Guardian Award
3. Police Training Officer
4. J.P. Strom Award
5. SCCJA Fitness Award / SCCJA Distinguished Graduate Award/SCCJA Top Gun
6. SCCJA specialty certification ribbons (Datamaster, Radar/Lidar, etc.)

Officers who have graduated from command schools are authorized to wear those insignia pins above their name tag.

Departmental Specialty Unit Designation insignia (SWAT, EDT, Negotiators, etc.) are to be worn (1/2) inch above the nametag or the uppermost award or ribbon. Ribbons and awards should be displayed in descending order (See Appendix A).

APPENDIX A
Right Pocket Devices

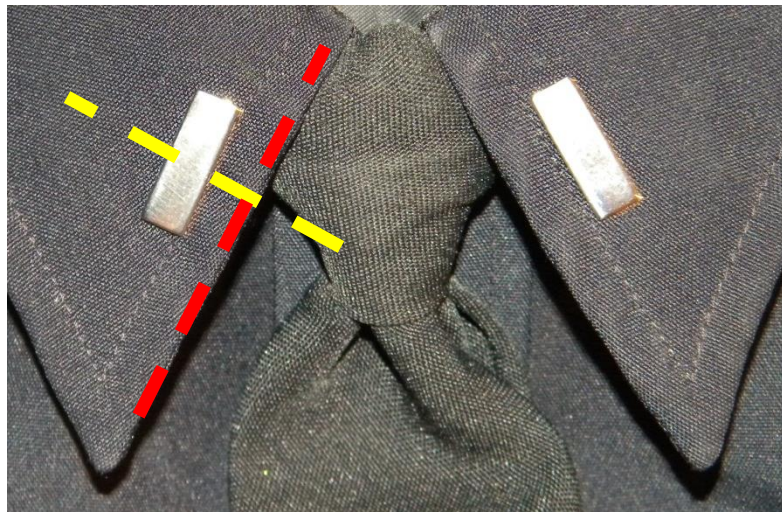
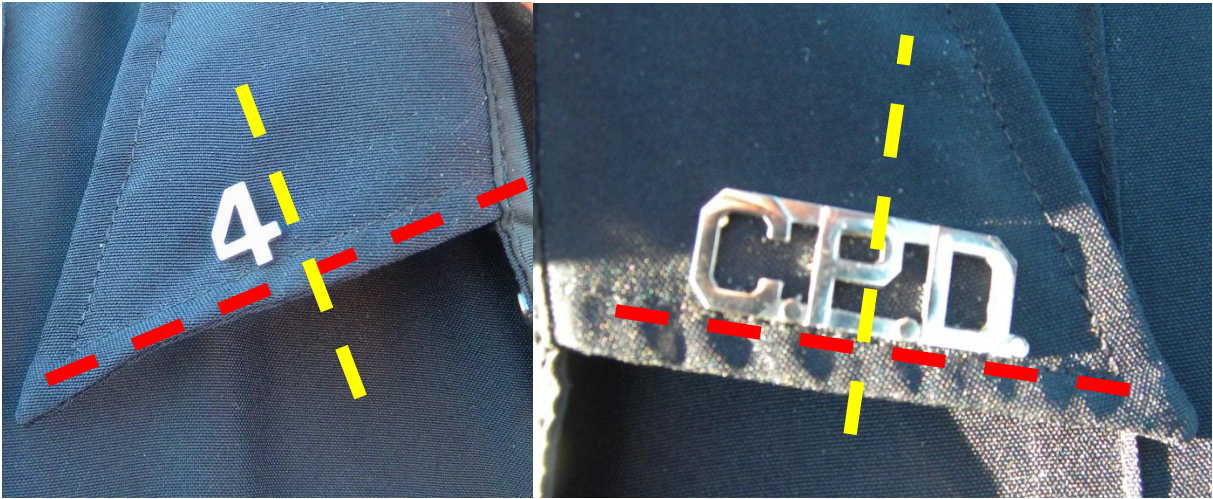


The nametag should be centered on the sewn-in military crease (1/8) inch above the top seam of the right breast pocket.

Approved awards, ribbons and specialty certification devices should be centered on the military crease (1/4) inch above the nametag. Up to three awards or ribbons may be worn on a single line, with a (1/8) inch space between ribbons. A second line of ribbons may be worn (1/8) inch above the first line. Ribbons should be displayed in the order of precedence specified by this general order. All devices should be clean, polished, in good repair, and secured with clutches.

Collateral duty insignia should be centered (1/2) inch above the uppermost award or ribbon.

APPENDIX B
Collar Hardware



Collar hardware should be worn resting on the short stitch line of the collar (shown in red above). The hardware should be centered between the outer point of the collar and the edge of the collar closest to the neck. The hardware should be perpendicular (shown in yellow above) to the short stitch line. Hardware should be clean, polished, in good repair, and secured with clutches.

APPENDIX C
Insignia Placement
Diagram

