



CHATHAM COUNTY POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

SOP # OPS-023

EFFECTIVE DATE: 02/01/18

UNIFORMS AND APPEARANCE

REVISED: 12/29/22

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide a dress code and appearance standard for uniformed and plainclothes personnel in the Chatham County Police Department (CCPD).

POLICY

Personal appearance and self-respect enhance the effectiveness of any police department and determines, in large part, how the public perceives the proficiency of the police department's personnel. Employees of the Chatham County Police Department (CCPD) shall maintain a clean, neat, and well-groomed personal appearance according to rules and regulations which pertain to departmental status and/or assignments. All uniform items will be worn in the manner designed by the manufacturer. In addition to the procedures outlined in this order, employees of CCPD shall adhere to Chatham County Standards of Dress and Uniform Policy.

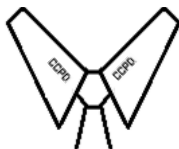
I. GENERAL

- A. All personnel of CCPD are expected to maintain a high standard of dress and personal hygiene.
- B. Uniforms will be properly fitted, clean, and pressed. While absolute uniformity of appearance may not be achieved, all personnel must project an image that leaves no doubt they are professionals.
- C. It is the commanders and supervisors' responsibility to ensure that all personnel under their command present a neat and well-groomed appearance and the duty of each officer to take pride in their appearance.
- D. Supervisors at all levels will hold periodic inspections and make routine checks to ensure that the high standards of dress and hygiene required by the CCPD are maintained by personnel subordinate to them.
- E. Civilian employees may wear clothing that displays the CCPD logo patch. However, for their safety, it must be clear to others that they are not police officers.
- F. The police uniform will only be worn when the officer is on duty, in route to or from duty, engaged in or in route to or from authorized extra-duty employment, or an authorized training session.
- G. The CCPD issues all officers the necessary uniforms and equipment needed in carrying out their duties.
- H. Officers assigned to plainclothes duty will be issued uniform apparel and equipment.
- I. All issued uniforms, badges, and equipment are the property of the CCPD and shall be returned to the department upon termination of employment. Failure to do so will result in the officer being charged for missing items.

- J. All uniforms must be laundered before they will be accepted by Quartermaster to complete the separation process.

II. UNIFORMS

- A. Uniform: Officers will be issued two long sleeve shirts, five short sleeve shirts, and five pants, as the initial order.
- B. Replacement uniforms will be obtained through Quartermaster.
1. The replacement of uniforms will occur on an as needed basis due to wear and tear or operational loss.
 - a. The cost of replacing uniforms that are determined to be a result of damages due to negligence or lost uniforms may be the responsibility of the individual.
 2. When obtaining replacement uniforms, personnel must exchange the worn or operational loss uniform for the new uniform. If the uniform is unavailable due to operational loss then a completed CCPD Form # 614 Operational Loss – Equipment Replacement form will suffice.
- C. **Dress Uniform (Class A)** - Special Orders or Memorandums will prescribe when the Class A uniform is to be worn.
1. Shirt - Long sleeve light blue uniform shirt with hash marks (one hash mark for every five years of continuous service with the Chatham County Police Department or other law enforcement department, hash mark placement, style, and color will be determined by the Chief of Police and affixed to the uniform shirt by an authorized vendor).
 2. Pants – Navy with light blue stripe, standard issue uniform pants.
 3. Shoes – Department issued/approved boots, shoes, and low-quarter dress shoes are authorized.
 4. Campaign Hat - Wearing of the Campaign hat is optional with the Class A uniform. It may be mandated by a special order on occasion.
 5. Collar Insignia: - Collar insignias will be worn parallel and 3/4 of an inch below the top of the collar. It will also be 3/4 of an inch from the front edge measured with the collar buttoned.



6. Tie - The tie badge will be attached to the tie on a line centered between the points of the bottom of the shirt pocket flaps.
 7. Awards - Only department approved award ribbons may be worn. If more than one award is worn, the awards will be worn two abreast, above the nameplate. A maximum of four awards in two rows of two are authorized.
 8. Unit Pins - Only unit pins approved by the Chief of Police may be worn on the uniform. Unit Pins may only be worn by officers while actively assigned to those units.
- D. **Standard Duty Uniform (Class B)**
1. Shirt - The Standard Duty Shirt will be light blue. Either a long sleeve shirt (without a tie) or a short sleeve shirt may be worn at the Officer's discretion. Shirt sleeves shall not be rolled up and cuffs on the long sleeve shirt will remain buttoned.

2. Pants – Only Department issued Pants will be worn. Pants will be navy blue with the light blue stripe and properly creased and hemmed to the appropriate length.
3. Shoes –Department issued/approved boots or low-quarter are authorized. Shoes and boots will be kept in good condition, clean, free of tears or blemishes, and neatly shined (if able to be shined).
4. Tie - Ties are not authorized to be worn with the Class B uniform.
5. A white or black T-shirt may be worn as an undergarment with the class B uniform. T-shirt sleeves will not to be visible and should not extend beyond the uniform sleeve. During periods of cold weather, Officers may wear a white dickey or mock turtleneck under the long sleeve shirt with the collar open. The only logos that may be visible are the letters “CCPD,” which may be embroidered on the collar in silver or gold according to rank.
6. Duty Belt (sworn personnel only) - Only the CCPD issued or approved duty belt and accessories will be worn.
 - a. Officers may wear optional equipment provided it is of the same material and finish as the issued web gear and has been approved by the Chief of Police.
 - b. Officers may wear an additional set of handcuffs and they must be in a case.
 - (1) The handcuffs will be of the same type as department issued handcuffs.
 - (2) The handcuff’s locking mechanism must be able to be locked and unlocked by the handcuff keys currently issued.
 - (3) Hinged handcuffs are prohibited.
 - (4) The additional handcuff case must be of the same material and finish.
 - c. All additional items will be purchased at the officer’s expense.
 - d. Spare magazine pouches for the Glock pistol may be worn horizontally or vertically on the gun belt, at the Officer’s discretion.
 - (1) When worn horizontally on the gun belt, the flap (open ends) will face toward the belt buckle.
 - (2) If worn vertically on the gun belt, the flap (open end) will face upward.
7. Officers assigned primarily to street duty shall wear the following at a minimum:
 - a. Service weapon and holster
 - b. Magazine pouches
 - c. Handcuffs and case
 - d. ASP and holder
 - (1) Wearing of the Asp baton and holder is optional, if you are issued and wear the Taser. The baton and holder should be kept readily available in their assigned vehicle, if you opt out of wearing the baton.
 - e. Pepper Spray and holder
 - f. Radio and case
 - g. Flashlight with holder

- h. Four belt keepers
 - i. Placement of gear on the belt will be determined by the individual Officer's comfort, safety, and training provided the placement does not impede the Officer's ability to perform their required duties.
 - j. Duty gear for Officers working primarily in an Office may be reduced to the service weapon and holster, handcuffs and case, and four belt keepers.
 - k. Officers will not wear a knife or knife case attached to their duty belt.
 - (1) If an Officer elects to carry a knife for general use or rescue purposes, it shall only be carried in a manner that would keep it concealed from public view when not in use, such as in the officer's trouser or jacket pocket.
 - (a) The knife will be non-mechanical in nature and the blade length shall not exceed three and one half (3 ½) inches.
 - l. Suspenders authorized by the department for the duty belt may be worn, but must be worn either under the uniform shirt or under the outer vest carrier.
8. Badge - The CCPD badge will be worn in the allotted space on the uniform shirt or jacket. Officers wearing tactical uniforms may wear their badge either hanging around their neck or attached to their belt.
9. Collar Insignia - Collar insignias will be worn horizontal and centered on the collar, with the bottom of the insignia resting on the bottom seam of the collar (see diagram below).



10. Insignia – The CCPD patch will be sewn to each sleeve on the uniform.
11. Commissioned Officers will wear the insignia of rank on their epaulets.
12. Sergeants and below will wear the insignia of rank on both their shirt sleeves.
13. Name Plate - The name plate will be worn centered, butting against, and parallel with the top edge of the right breast pocket.
14. Campaign Hat - Wearing of the hat is optional with the duty uniform. It may be mandated by a special order or occasion.
15. Radio - Patrol Officers will wear the department approved shoulder microphone attached to their radio at all times while in uniform. An approved earpiece may be worn in conjunction with the shoulder microphone.
16. Whistle - Patrol Officers will have access to a whistle at all times when in uniform. The whistle will not be worn on any CCPD uniform.

E. Training/Utility Uniform (Class C)

1. The Class C uniform:

- (a) Will be worn when attending local training (unless on light or modified duty).
 - (1) The Class C uniform may be worn in Records Court, only if you are going directly from training to court. (Class A or B uniform or appropriate business attire will be worn in State or Superior Court).
 - (b) May be worn when attending other department approved training, conferences, etc., with the approval of a lieutenant or above.
 - (c) May be worn during local special events or assignments but only at the discretion of the Chief of Police or designee.
- 2. Shirt – The uniform shirt will be a department issued light blue polo style shirt with the department badge embroidered on the left breast and the officer's name on the right breast (no rank).
 - (a) Silver badge and stitching for corporal and below.
 - (b) Gold badge and stitching for sergeant and above.
 - 3. Pants – Uniform pants will be department issued dark blue TDU type pants.
 - 4. Shoes – Only department issued/approved boots or low-quarter are authorized.
 - 5. Jacket – Only department issued jacket may be worn with the class C uniform.
 - 6. T-Shirt - T-shirts that are visible will be white in color.
 - 7. Baseball Style Hat-Wearing of the baseball style hat is optional with the Class C uniform. The only style authorized is the hat issued through CCPD Quartermaster.
 - (a) Baseball style hat:
 - (1) It will be kept neat and clean. It will not be bent or manipulated from its original shape.
 - (2) Will be worn straight on the head (bill centered over eyes). It will not be tilted (left, right, or up) or turned around facing backward.
 - 8. Campaign Hat – Is not authorized with the Class C uniform.

III. ACCESSORIES

- A. Coat/Jacket - The coat/jacket is an optional item, which may be worn at the discretion of each officer. The department issues one coat/jacket. They are the only outer garments that may be worn with the uniform (except raincoats.) When the coat/jacket is worn, the badge will be displayed.
- B. Nylon windbreakers of any style are not authorized.
- C. Raincoats – The department issued a two-sided high visibility raincoat.
- D. Reflective Vest - The department issued reflective vest will be worn while conducting traffic control and direction assignments and may be worn during other special operations for visibility.

- E. Investigator Jacket: The CCPD Investigator Jacket is to clearly identify non-uniformed sworn personnel as police officers while they are engaged in official police duties. The jacket will be worn in any situation that requires a plain-clothes officer to be readily identifiable as an officer of the CCPD.
 - 1. The investigator's jacket will not be worn with the standard issue class A or class B uniform.
- F. The CCPD investigator jacket will be the standardized department issued jacket. It will be adorned with the badge, patch on the left breast, and may have "Criminal Investigation" on the back.
- G. Wearing of the CCPD investigator jacket will be limited to officers who are actually on duty.
- H. The investigator jacket shall not be worn while off duty or by persons other than a sworn member of the CCPD.
- I. Plain-clothes officers may wear the reflective vest over the investigator jacket in situations where their duties expose them to hazards from vehicular traffic and increased visibility is needed.
- J. Knit Cap – Knit caps will be department issued black cold-weather caps. The only authorized logo is "CCPD."
- K. Cellular Phones - Officers may wear cellular phones on their duty belt.
- L. Jewelry - Any jewelry worn by CCPD Officers, while in uniform or on a plain clothes assignment, will be as inconspicuous as possible, and will not interfere with the performance of their official duties. Large or gaudy jewelry or jewelry that exhibits a lack of professionalism will not be worn while in uniform. Nose rings, tongue rings, or any other visible body piercings, other than the ears, is prohibited.
- M. Glasses and Safety Straps - Frames of glasses, worn while in uniform, will generally match the police uniform. Bright day glow type of colors and mirror glasses will not be worn.
- N. Retention straps and ropes attached to glasses may be used if they have a break away "weak link" to prevent the safety strap from endangering the Officer.
- O. Gloves - Black or navy blue gloves may be worn while in uniform during cold weather. Gloves will not be worn as a part of an Officer's general apparel.
 - 1. Gloves displaying insignias or names or logos are prohibited.
 - 2. Kevlar Protective Gloves - may be worn only while searching suspects.
 - 3. First Aid Gloves - may be worn when the situation dictates.

IV. UNIT SPECIFIC UNIFORMS

A. CRIME SCENE UNIT (CSU)

- 1. Shirt – The uniform shirt will be a Dark Grey performance polo. All departmental insignias and rank will be worn on the uniform in accordance with CCPD uniform standards.
- 2. Pants – Pants will be navy blue TDU made of poly/cotton material.
- 3. Caps – A ball cap matching the uniform may be worn. The cap will display the "CCPD patch" on the front. The cap will only be worn in the manner designed and will never be turned backward.
- 4. Duty gear – Department issued nylon gear with accessories.
- 5. Additional items and uniforms may be issued, as determined by their unit commander.

B. SPECIAL ENFORCEMENT TEAM (SET)

1. Will generally wear the standard patrol uniform.
2. S.E.T. personnel may be issued the additional necessary items or uniforms, as determined by their unit commander.

C. COMMUNITY RESOURCE OFFICER (CRO) - CRO personnel's uniforms will look distinctively different from police officer uniforms.

1. Shirt- Light blue polo shirt with County seal over the left breast and the employee's name and CRO on the right breast side.
2. Pants - Uniform pants will be navy blue BDU or TDU type pants.
3. Additional items and uniforms may be issued, as determined by the precinct commanders.

D. HOSTAGE NEGOTIATION TEAM

1. Shirt- Grey Polo Shirt with badge sewn on left breast and the word "NEGOTIATOR" across the upper back.
2. Pants- Department issued BDU's
3. Shoes- Department issued/approved boots

E. PROPERTY ROOM PERSONNEL- Property room personnel's uniforms will look distinctively different from police officer uniforms.

1. Shirt - The uniform shirt will be a department issued polo style shirt with the department and unit's name embroidered on the left breast side and the employee's name on the right breast side.
2. Pants - Uniform pants will be BDU or TDU type pants.
3. Shoes - Department issued/approved footwear.
4. Belt - Department approved.
5. The unit commander will determine the color of the shirt and pants.

F. QUARTERMASTER PERSONNEL- Quartermaster personnel's uniforms will look distinctively different from police officer uniforms.

1. Shirt - The uniform shirt will be a department-issued polo style shirt with the department and unit's name embroidered on the left breast side and the employee's name on the right breast side.
2. Pants - Uniform pants will be BDU or TDU type pants.
3. Shoes - Department issued/approved footwear.
4. Belt - Department approved.
5. The unit commander will determine the color of the shirt and pants.

G. RECORDS UNIT PERSONNEL- Records Unit personnel's uniforms will look distinctively different from police officer uniforms.

1. Shirt - The uniform shirt will be a department-issued polo style shirt with the department and unit's name embroidered on the left breast side and the employee's name on the right breast side.

2. Pants - Uniform pants will be BDU or TDU type pants.
3. Shoes - Department issued/approved footwear.
4. Belt - Department approved.
5. The unit commander will determine the color of the shirt and pants.

H. **CHAPLAINS-** Chaplain's uniforms will look distinctively different from police officer uniforms.

1. Badge – Department issued Chaplain's badge.
2. The chaplains, will be issued the necessary items and uniforms, as determined by the Chief of Police or designee.
1. At the Chaplain's discretion, a cross may be worn on the collar.

I. **SWORN OFFICERS ASSIGNED TO CRIMINAL INVESTIGATION POSITIONS**

1. While certain members of the department assigned to plain clothed positions may not frequently wear the regular police uniform they will however at all times maintain a professional business appearance that allows them to adorn the standard uniform with short notification while being in full compliance with this policy.
2. C.I.D. personnel will be issued a badge holder, handcuff and magazine holder, paddle holster, and jacket.
3. Additional items and uniforms may be issued, as determined by their unit commander.
4. Sworn officers assigned to plain-clothed duty will wear professional business attire.
 - a. Appropriate dress for men will be business suits, or sports coats and slacks with ties.
 - b. Appropriate dress for women will be business suits, slacks with blouses or sweaters and a blazer or jacket.
 - c. Officers in plain clothes will wear dress shoes that do not impair their ability to carry out the normal duties of police officers. This includes any type of leather business dress shoes, except sandals, flip flops, open shoes, cowboy boots or shoes that lace up the leg.
3. Criminal Investigations Bureau Commander has the authority to allow deviation from these standards in the interest of a specific assignment.
4. All sworn personnel assigned to non-uniformed positions will wear business professional attire when appearing in court or any legal proceeding.
5. If it is determined that an employee is dressed inappropriately, the employee may be asked to leave work to change clothing (vacation leave will be charged for the missed time). Progressive discipline may be administered for employees who dress inappropriately.

J. **OTHER** – Other units and personnel may be issued additional uniforms and equipment to perform their duties and assignments. This will be determined on a case by case basis by the unit commander.

V. **UNIFORM DRY CLEANING**

- A. Law enforcement personnel are authorized to use a department-approved laundry/dry cleaning service at no cost to the employee.

- B. This service is for department-issued uniforms. Plainclothes and tactical uniforms are also acceptable if approved by the division or unit commander. The number of weekly items are limited as specified below. If the number of items is exceeded, the individual exceeding the number may be required to pay the difference.
- C. Uniform Items:
 - a. Only four uniform items are authorized weekly, which consists of;
 - 1. Short and long sleeve uniform shirts,
 - 2. Uniform trousers,
 - 3. Uniform jacket,
 - 4. Tie,
 - 5. Pullover sweater, and
 - 6. Vest carrier
- D. Tactical and Plain Clothes Items:
 - a. Six plainclothes items are authorized weekly, which consists of;
 - 1. Oxford shirt,
 - 2. Long/short sleeve dress shirts,
 - 3. Dress trousers,
 - 4. Tactical pants,
 - 5. Polo shirt,
 - 6. Tie, and
 - 7. Suit vest.
 - 8. Suit Jacket
- E. Pick-up and Drop off services are available to employees at each of the three precincts and is recommended as the primary method of use. Any other approach may subject the employee to clothing items being misplaced or lost in the drop off process.

VI. APPEARANCE

- A. There are many hairstyles acceptable to this Department. As long as the officer's hair is kept clean, neat, and well groomed, the acceptability of the style will be judged solely by the criteria listed below. Cleanliness and neatness are essential to the favorable and professional appearance of a police officer.
- B. To ensure the safety of the officer and others, officer's fingernails will be no longer than 1/4 inch from the tip of the finger. This also ensures adequate handling and functioning of Department issued equipment (i.e. service weapons, O.C. Spray, baton, latex gloves, and handcuffs).
- C. Accessories such as earrings and other jewelry worn will be in good professional taste.
 - 1. Females may wear only one pair of earrings.

2. While studded earrings are recommended for officer safety, small-hooped earrings that sit close to the earlobe are permitted.
 3. Wearing earrings and other jewelry that dangle from the body is prohibited.
 4. Nose rings, eyebrow rings, and tongue rings are prohibited from being worn by all employees because they pose safety hazards.
 5. Male officers are prohibited from wearing earrings and other visible pierced jewelry.
 6. Special Unit Commanders may authorize officers to wear an earring during special investigations.
- D. It is the responsibility of each officer to ensure they are in compliance with policy regarding hairstyles, earrings, and accessories.
- E. The immediate supervisor will determine if the style is appropriate and professional.
1. Exceptions will only be granted by written order of the Chief of Police.
- F. Male Officers:
1. Hair Grooming - The hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. The hair will present a tapered appearance and, when combed, will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The so called "block cut" fullness in the back is permitted in moderate degree. In all cases, the bulk or length of hair shall not interfere with the normal wear of all standard police headgear.
 - a. Employees assigned to a Special Investigations Unit will be exempt from policy covering hair while in their assignment and acting in a plainclothes position. However, they must conform to this policy once relieved from their assignment or on official duty for the police department such as attending court
 - a. Wigs - The wearing of a wig or hairpiece by male personnel, while in uniform or on duty, is prohibited except to cover natural baldness or physical disfigurement caused by accident or medical procedure. When worn, it will conform to the standard haircut criteria as stated in this procedure.
 3. Facial Hair and Skin Conditions
 - a. The color of an employee's facial hair, if worn, shall be consistent with the individual's regular hair color. Abnormal or unnatural multicolored facial hair is not permitted.
 - b. Male civilian employees are allowed to have facial hair that is neatly trimmed and conservative in appearance.
 - c. Male employees shall maintain either a clean-shaven appearance or a facial hair style as described in this subsection. Examples of approved facial hair styles for male employees are depicted in the Addendum to this policy.
 - d. Requests for an exception to the facial hair policy outlined in this subsection must be submitted in written correspondence via the chain of command to the employee's assistant chief.
 - e. Mustaches:
 1. Male officers may have mustaches without other facial hair, but they shall be neatly trimmed and not extend:

- (a) More than half an inch beyond the outer corners of the mouth.
 - (b) Below the bottom of the lower lip (see Addendum, Figure 2.)
 - (c) Below the upper line of the upper lip.
- 2. Extreme styles such as handlebar mustaches are prohibited.
- f. Sideburns:
 - 1. For male officers, sideburns worn without an approved beard shall not extend farther than the lowest tip of the earlobe. Sideburns shall be of a naturally even width and shall end with a clean-shaven horizontal line.
- g. Beards and Goatees:
 - 1. Male officers are allowed to have beards or goatees as outlined in this subsection and as depicted in the Addendum to this policy. If worn, beards and goatees shall be worn with an adjoining mustache and shall be at least one-quarter inch and not more than one-half-inch in length.
 - 2. If an officer chooses to grow a beard or goatee, they must notify their chain of command by email. The email will include their growth start date.
 - (a) If the employee chooses to shave or is required to shave to perform a task for which the department requires the employee to be clean-shaven, they will resubmit their notification to their chain of command as described above.
 - 3. Facial hair (other than an approved mustache) shall not be worn while using a gas mask or respirator because a proper seal cannot be obtained. Those employees assigned to SWAT or Mobile Field will be required to shave if an event occurs that requires the use of a gas mask or respirator. Dive Team personnel will be at the discretion of the Dive Team Commander.
 - 4. Goatees with an adjoining mustache, a.k.a. circle beards, shall be neatly trimmed and conservative in appearance. The cheeks, jawline, and neck shall remain clean shaven.
 - 5. Beards with an adjoining mustache shall cover the jawline and shall be neatly trimmed and conservative in appearance. The cheeks shall be clean shaven, and the beard shall extend no more than one inch below the jawline.
 - 6. The following styles of facial hair are not permitted:
 - (a) Chin Strap Beards: Beards that are trimmed to a thin line along the jawline without a mustache.
 - (b) Patchy Beards: Beards of uneven or patchy growth.
 - (c) Stubble: Beards shorter than one-quarter inch in length.
 - 7. Police cadets and the following employees are not authorized to wear a beard or goatee:
 - (a) Personnel called to perform a task for which the department requires a clean shaven appearance.
- h. Supervisors' Responsibilities:

1. The department's facial hair policy shall be strictly enforced. Supervisors shall ensure that employees conform to this policy.
 2. Commanders shall conduct regular inspections to ensure employees under their command are in compliance with the department's policies regarding facial hair.
- i. Skin Conditions:
1. If a dermatologist diagnoses an employee with a skin condition (e.g., pseudofolliculitis barbae) that precludes shaving to comply with the department's facial hair policy or wearing a respirator effectively, that employee may be temporarily excluded from applicable parts of the department's facial hair policy, provided the dermatologist prescribes a treatment. If a beard is worn it shall not exceed a length of one-half inch. Affected employees shall submit to their supervisors a physician's report including documentation of the diagnosis, prognosis, and the anticipated period during which the employee will need to refrain from shaving.
 2. Employees who are diagnosed with a skin condition that precludes shaving or wearing a respirator shall adhere to all of the following guidelines:
 - (a) Employees must have a written excuse from a certified physician who specializes in dermatology.
 - (b) Employees may go to a dermatologist of their choice, but shall be responsible for all costs associated with the office visits and treatments.
 - (c) Once the physician prescribes treatment directing the employee to wear a beard that does not comply with the department's facial hair policy, the employee must have a written excuse from the physician every 30 calendar days.
 3. It shall be the responsibility of the employee's immediate supervisor to verify all pertinent information in the physician's written statement.
 4. If the attending physician continues to prescribe that the employee wear a beard that does not comply with the department's facial hair policy for longer than 90 calendar days, the department may require the employee to be independently evaluated at the County's expense.
 5. If it is determined by the employee's attending physician and the County approved physician that the employee's skin condition is of such a nature as to permanently prevent the employee from shaving, then the employee may be excluded from applicable parts of the department's facial hair policy. The officer may be allowed to remain in their regular assignment, including a uniformed position, but may be precluded from working SWAT, Mobile Field Force or other specialized assignments.
- j. Any exceptions outlined in this subsection require approval by the Chief of Police.

G. Female Officers:

1. Hair Grooming - Female Officers will keep their hair well-groomed and neat. Hair may be styled so that it meets but does not fall below or touch the top rim of the back of the collar of the shirt. No adjustments need be made when wearing a closed collar (tie) or a jacket. Hair bulk will be such that it does not interfere with the proper wearing of approved police headgear. When wearing police headgear, the hair will not protrude over the hatband.
 - a. Employees assigned to a Special Investigations Unit will be exempt from policy covering hair while in their assignment and acting in a plainclothes position. However, they must conform to this policy once relieved from their assignment or on official duty for the police department such as attending court
 2. Cornrows and braids are acceptable female hairstyles; however, beads or similar ornamental items are prohibited. The “cornrows” are to be worn pinned up in a manner that conforms to the shape of the head and will not dangle from the head.
 - a. Braids must not touch the top rear rim of the collar of the shirt.
 3. The hair, if dyed, will be natural looking. It will not be dyed an unusual or unnatural shade.
 4. Wigs - Wigs, hairpieces, and haircuts will conform to the same standards as natural hair. These items may be worn when necessary to maintain a neat, well-groomed appearance.
 5. Hairpins - Functional items such as hairpins and bands may be worn when necessary to secure one’s hair if the need arises. These items will be neutral colored, or match the officer’s hair color as closely as possible. Ornamental and brightly colored hair accessories will not be worn.
 6. Make-up - Extreme shades of make-up are prohibited while in uniform.
- H. Tattoos and Body Art – The purpose of this section is to establish policy and procedure regarding tattoos and body piercing for all members of the agency, to include sworn and non-sworn.
1. Definitions:
 - a. Inappropriate Tattoo: A tattoo is considered inappropriate if it depicts gang related images, racially inappropriate images, sexually suggestive or explicit images, is extremist or any tattoo that undermines CCPD or any government entity in images or words.
 - b. Offensive Tattoo: A tattoo is considered offensive if it depicts, describes or refers to intolerance of, or discrimination against any race, color, creed, religion, gender, national origin, sexual orientation, or it is commonly associated with any organization or group which advocates such intolerance or discrimination; or it brings discredit upon this department or violates a reasonable person’s standard of decency or morality.
 - c. Tattoo: Includes any tattoo, scar branding, mark, or other permanent or temporary body art or modification deliberately placed on the body for purposes of decoration, ornamentation, or adornment. The term tattoo shall not apply to medically necessary procedures or with written permission from the Chief of Police for cosmetic procedures such as permanent eye liner or lipstick.
 - d. Visible tattoo: Visible tattoos on any portion of the face, neck, head, or hands are not allowed, unless specifically approved in writing by the Chief of Police. In such instances the Administrative Commander will cause every approval to be kept on file.
 2. Any member discovered to be in violation of this policy will be subject to disciplinary action, up to and including termination.

3. Applicants seeking employment with the CCPD sworn and non-sworn, who has visible tattoos, as described in section 1; a Will be allowed to begin the selection process, as described in CCPD Policy PNL-011 Recruitment and Selection (sworn personnel), Civil Service Act, and HR-002 Qualification of Applicants (non-sworn).
 - a. If the applicant is successful in completing all of the requirements of the selection process and moves to final selection process, the applicant's visible tattoos will be examined and each tattoo will be documented. Once the tattoos are documented, the Chief of Police or designee will determine if the tattoo(s) are offensive. If the tattoo(s) are determined to be inappropriate or offensive, the applicant will be disqualified from the final selection process.
4. No member may have a tattoo(s), whether covered or not, that is considered inappropriate or offensive.
5. Current members of this department acquiring additional visible tattoo(s) shall be in compliance with this policy.
6. Members shall not wear any item of ornamentation in their nose, eyebrow, tongue or any other location of their body that is visible while functioning in a law enforcement capacity, with the exception of earrings permitted for female personnel. Female personnel may wear one earring per ear, and that earring will be a small stud or loop not larger than one-half (1/2) inch in diameter, unless authorized by the Chief of Police. Male personnel are prohibited from wearing any earrings while on duty, unless authorized by the Chief of Police or designee.
 - a. Ornamentation shall include body piercing, jewelry, intentional body mutilation or scarring, or foreign objects inserted in/under the skin.
 - b. Ornamentation of your teeth by the use of removable gold, platinum, or other veneers (which includes grills or caps) are prohibited.
7. Intentional body mutilation, piercing, branding, or intentional scarring is prohibited. Examples of prohibited intentional mutilation include: split or forked tongues, foreign objects inserted under the skin to create a design or pattern, enlarged or stretched out holes in the ears (other than normal piercing), and intentional scarring that is visible.
8. Contact lenses, if worn on duty, shall be in a natural eye color. Red, orange, silver and other unnaturally colored contact lenses or colors, when worn, that create an unnatural eye color and contact lenses with graphic designs of any kind are prohibited.
9. Employees assigned to a Special Investigations Unit will be exempt from covering tattoos while in their assignment and acting in a plainclothes position. However, they must conform to this policy once relieved from their assignment or on official duty for the police department such as attending court.
10. Command staff personnel retain final discretion when determining the appropriateness of exposed tattoos.
11. Command staff personnel also are directly and individually responsible for enforcement of this policy within their command as well as the appropriate compliance with the overall written directive system's policies and procedures.
12. The CCPD Office of Professional Standards Recruiting Unit will ensure that all applicants are aware of this policy and are able to comply with this policy prior to acceptance of their application.

13. Supervisors and Managers are also responsible for ensuring employees comply with this directive.

VII. BODY ARMOR

- A. Department issued body armor will be worn by CCPD personnel below the rank of Sergeant while on duty. This includes:
 1. Officers assigned to uniform street duty.
 2. All other precinct officers regardless of assignment.
 3. Officers working in an extra duty capacity.
- B. Sworn personnel above the rank of Corporal, criminal investigation personnel, and other units who do not normally wear uniforms are strongly encouraged to wear body armor but will have it readily available for immediate use when responding to hazardous situations.
- C. Outer Vest Carrier
 1. When wearing the department approved outer vest carrier the following items may be attached to the carrier (as space permits):
 - a. Radio
 - b. Handcuffs
 - c. Tourniquet (small holder only)
 - d. OC Spray
 - e. Taser
 - f. Body Worn Camera
- D. Personnel assigned to an undercover investigation where the wearing of the body armor may compromise the investigation may, with permission of the supervisor, forgo the wearing of the body armor.
- E. An exemption to the wearing of the body armor may be granted for officers who are determined by a County approved physician to have a medical condition that would be aggravated by wearing the armor.
- F. Soft body armor will be worn by all sworn when officers are engaged in pre-planned, high-risk operations such as:
 1. SWAT call-outs.
 2. Warrant service.
 3. Executing search warrants.
 4. Special operations.
 5. As directed by Supervisors or Command Officers.
- G. The Quartermaster is responsible for issuing soft body armor to all sworn officers. CCPD will only purchase body armor that meets or exceeds National Institute of Justice Standards.
- H. Officers are responsible for maintaining their body armor in good condition. Officers are responsible for contacting quartermaster 60 days prior to expiration date of their body armor to arrange for a replacement

- I. Damage, loss, or theft will be reported to a supervisor. A police report will be completed including the serial number for theft or loss of Department issued body armor.
- J. Supervisors will conduct inspections to ensure compliance with this directive.

VIII. CIVILIAN DRESS CODE

- A. Employee dress and overall appearance should present a business-like image to the public by demonstrating a professional image to visitors and customers.
- B. For non-sworn employees not issued uniforms, business casual attire will be worn while on duty.
- C. Non-sworn uniformed employees are expected to wear their designated attire while on duty.
- D. If uniforms are provided, employees must wear them in accordance with Department guidelines. The following standards apply:
 - 1. Maintenance of the uniform will be the responsibility of the person to whom they are issued. Uniforms will be maintained and of tidy appearance at all times.
 - 2. Employees will present themselves in an orderly and professional manner. Uniforms will be clean, pressed, and worn neatly at all times. Faded, worn, damaged, or tight fitting articles are not acceptable.
 - 3. Worn out or unkempt shoes will not be permitted.
 - 4. Deviation from the CCPD issued uniform is at the discretion of the Division Commander.
- E. Civilians are strictly prohibited from wearing or displaying any items that represent law enforcement.
- F. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. This includes visible body piercings, other than conservative ear piercings or cultural markings.
- G. Supervisors are fully responsible and accountable for ensuring employees are appropriately dressed based on this policy.
- H. Supervisors may require business attire be worn in instances where employees are expected to appear in a formal setting such as a hearing, tribunal, or professional community meeting.
- I. Questions by employees concerning appropriate dress and appearance should be directed to supervisors.
- J. If it is determined that an employee is dressed inappropriately, the employee may be asked to leave work to change clothing (vacation leave will be charged for the missed time). Progressive discipline may be administered for employees who dress inappropriately.
- K. 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:
 - 1. Slacks – Khakis, cotton, and other slacks are acceptable if clean and wrinkle free. Denim is not acceptable. Other inappropriate items include sweatpants, stretch pants, shorts, bib overalls, stirrup pants, and spandex and other form fitting pants.
 - 2. Shirts – Casual shirts with collars, golf shirts, capped sleeved shirts, sweaters, non-collared fitted shirts and turtlenecks are acceptable. Shirts with small trademarked logos placed on the front pocket area of the shirt are acceptable. Tee-shirts, tank tops, spaghetti strap shirts, tube tops, halter-tops, midriff tops, shirts with lettering, cartoon characters, phrases, pictures or any tops with bare shoulders (unless worn under another blouse or jacket) are unacceptable.

3. 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.
4. Footwear – Dress boots, loafers, flats, dress sandals, and leather deck shoes are acceptable. Athletic shoes, hiking or climbing boots, tennis shoes, thongs, casual sandals, slippers, and flip flops are not acceptable.
5. Hair – Should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches, and beards should be neatly trimmed.

L. Court Room Attire

1. Non-sworn, non-uniformed employees shall wear professional business attire when appearing in court. The following standards apply:
2. Men shall wear a professional suit and tie or sports coat, tie, and business slacks.
3. Women shall wear a professional suit consisting of a skirt or slacks, blouse, and jacket.
4. Non-sworn, uniformed employees shall wear their assigned uniform or professional business attire when appearing in court.

BY ORDER OF:

Electronically Signed in PowerDMS on 12/29/2022

Jeffrey M. Hadley
Chief of Police

Approved Facial Hair Styles for Male Employees

The following figures depict approved facial hairstyles for male employees as described in this policy.



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

Figure 1: Clean Shaven

Figure 2: Mustache

Figure 3: Goatee with adjoining mustache

Figures 4 and 5: Beard with adjoining mustache