CONCORD POLICE DEPARTMENT
GENERAL ORDER

PERSONAL APPEARANCE STANDARDS AND EQUIPMENT

GENERAL ORDER: 06.01	**CREATED:** October 25, 2006	**ISSUE DATE**: July 29, 2026
CALEA STANDARDS: 17.5.2, 22.1.8, 22.1.9, 22.2.2 **NCLEA STANDARDS:** 1.07, 1.08, 1.09, 6.12, 6.17		**EFFECTIVE DATE:** August 2, 2026
ACTION: Amends general order dated April 23, 2023.		

06.01.0 PURPOSE

The purpose of this general order is to establish policies and procedures for department uniforms, equipment, and appearance.

06.01.1 POLICY

It shall be the policy of the Concord Police Department that coworkers conform to the uniform, equipment, and appearance regulations as stated **unless** expressly authorized by the Chief of Police when their duties or other necessity requires a departure from this general order.

06.01.2 UNIFORM REQUIREMENTS

A. Coworkers whose assignment or position requires the wearing of a uniform shall be in proper uniform while on duty. All uniforms, equipment, and accessories shall conform to the specifications as stated.

B. Notwithstanding (A) above, officers whose assignment or position requires the wearing of a uniform, but who are assigned in an administrative capacity (e.g. command staff) and working within a secure environment, may use their discretion in terms of wearing their Sam Browne duty belt. Officers, if accessible to the public, shall at minimum carry their department-issued firearm. If officers assigned to an administrative role perform in a patrol capacity - even temporarily - they shall wear the full complement of duty gear as stated in this general order and (A) above while on patrol (e.g. responding to and answering calls for service, policing special events, etc.).

C. Coworkers shall keep their uniforms, issued or assigned equipment, and accessories clean, serviceable, and professional in appearance.

D. Officers shall not wear on any part of their uniform any unauthorized badge, patch, button, insignia, or decoration.

E. Coworkers are prohibited from wearing the department uniform or any identifying insignia related to the department or the City of Concord while participating in a public demonstration.

F. Officers shall not mix civilian attire with their uniform in public.

G. Lieutenants and above shall wear uniforms made of poly-wool and a hi-gloss duty belt with accessories unless otherwise directed by the Chief of Police or designee.

06.01.3 OFFICERS NOT REQUIRED TO WEAR A UNIFORM

A. Officers, who by their position or duty assignment are not required to wear a uniform (e.g., detectives assigned to investigations), shall, while on-duty, dress in professional business attire (e.g., for males - a business suit or jacket, trousers, shirt and tie; for females - a business suit, or blazer with slacks or skirt, or a dress) unless otherwise stated in this general order.

B. Supervisors assigned to investigations may wear a department uniform or dress in professional business attire.

C. Officers and supervisors not required to wear a uniform shall wear professional business attire when appearing in court.

06.01.4 UNIFORM REGULATIONS

A. CLASS A HAT / BASEBALL CAP / KNIT CAP / HEADBAND

1. The Class A hat shall be kept neat and clean, and readily accessible to uniformed officers while on-duty.

2. The badge shall be fastened appropriately to the front of the hat and centered vertically.

3. The Class A hat shall be worn during inspections, funeral services, formal ceremonies, or as otherwise directed by the Chief of Police.

4. Department-issued baseball caps may be worn, provided they are worn in a professional manner, level on the head, with the department insignia facing forward and centered.

5. Department-issued knit caps and headbands may be worn, provided the department insignia, if applicable, is facing forward and centered, but shall only be worn outdoors.

B. NECKTIE

1. The necktie shall be **black**, four-in-hand style slipknot, with a clip-on fastener for safety. Officers not assigned to patrol duties have the option of wearing a conventional tie without a clip-on fastener.

2. The necktie shall not be worn with the short sleeve uniform shirt.

3. Except as otherwise stated in this general order, the necktie is not required to be worn with the long-sleeved uniform shirt. However, when not wearing the necktie, officers shall only have the top shirt button unfastened, and they shall wear the required undershirt.

4. The necktie is required to be worn with the long sleeve Class A uniform shirt during funeral services, formal ceremonies, federal and superior court appearances, or as otherwise directed by the Chief of Police.

5. A solid **black** necktie is required to be worn with the white long sleeve Class A dress uniform shirt issued to lieutenants and higher.

6. Officers wearing the necktie may wear a single tie bar or tie tack that is professional in appearance.

C. CLASS A UNIFORM SHIRTS

1. Class A uniform shirts shall be neat, clean, and fitted to the individual officer.

2. Officers may choose to wear either a long sleeve or short sleeve navy blue Class A uniform shirt throughout the year.

3. The long sleeve Class A uniform shirt is required during funeral services, formal ceremonies, federal and superior court appearances, or as otherwise directed by the Chief of Police.

4. The sleeves of the short sleeve Class A uniform shirt shall extend enough to attach the department patch, allowing at least 2" of material remaining below the patch; or if applicable, enough material to allow the wearing of sergeant and master police officer (MPO) chevrons.

5. The sleeves of the long sleeve Class A uniform shirt shall be buttoned. Sleeves shall not be rolled up or under.

6. Class A uniform shirts shall be worn with a metal badge, metal name plate and two shoulder patches.

7. Officers may place articles inside their uniform shirt pockets provided that the pockets can close and not excessively protrude from the body.

8. A white long sleeve Class A uniform shirt shall be issued to lieutenants and above. The white Class A dress uniform shirt is required during funeral services, formal ceremonies, or as otherwise directed by the Chief of Police.

D. CLASS B UNIFORM SHIRTS

1. Class B uniform shirts shall be neat, clean, and fitted to the individual officer.

2. Officers may choose to wear either a long sleeve or short sleeve navy blue Class B uniform shirt throughout the year.

3. The sleeves of the short sleeve Class B uniform shirt shall extend enough to attach the department patch, allowing at least 2" of material remaining below the patch; or if applicable, enough material to allow the wearing of sergeant and MPO chevrons.

4. The sleeves of the long sleeve Class B uniform shirt shall be buttoned. Sleeves shall not be rolled up or under.

5. Class B uniform shirts shall be worn with a fabric embroidered badge patch, fabric embroidered name tape, and two shoulder patches.

6. Officers may place articles inside their uniform shirt pockets provided that the pockets can close and not excessively protrude from the body.

E. CLASS C UNIFORM

1. The Class C uniform consists of a **department-issued** polo shirt and

department-issued cargo-style pants.

2. The polo shirt may have short or long sleeves. The department badge shall be embroidered over the left breast (the rank space of the badge shall reflect "POLICE"). The officer's last name shall be embroidered over the right breast.

3. Officers shall wear neatly pressed cargo-style pants.

4. Approved Class C polo shirts and cargo-style pants specifications shall be determined by the Chief of Police and issued by a department-approved vendor.

5. The determination for when a Class C uniform can be worn shall rest with the officer's respective bureau commander.

F. UNIFORM SHIRT ACCESSORIES

Only the following accessories shall be worn on the specified uniform shirt:

1. The department metal badge is worn above the left breast pocket on the Class A uniform shirt.

2. The silver metal nameplate bearing the officer's name shall be worn horizontally and centered above the right breast pocket. Officers may wear the service tab, and it shall be properly attached, touching the top stitch line of the breast pocket on the Class A uniform shirt.

3. Officers may wear up to six commendation ribbons on the Class A uniform shirt. If more than six commendation ribbons have been awarded, all of them may be worn at formal occasions along with any commendation medals that accompany the higher ranked ribbons. Examples of these occasions are honor guard duty, weddings, funerals, award functions, etc. Commendation ribbons shall be worn on the Class A uniform only. Though awarded, it is not mandatory that officers wear commendation ribbons when in uniform. The highest honor/commendation awarded shall be worn closest to the breastbone. If the officer has two rows of ribbons, then the highest honors shall be worn on top. Refer to General Order 03.14 Commendations for approved commendations to be worn.

4. Specialized unit pins approved by the Chief of Police (Special Weapons and Tactics Team (S.W.A.T.), Traffic Unit, Crisis Intervention Team (CIT), Canine), may be worn centered above the nameplate or name tape or above the commendation award(s) on either Class A or Class B uniform shirts. Should an officer possess more than one of these pins, only one shall be displayed on their uniform at the officer's choice.

5. Department shoulder patches are to be centered on each sleeve one-half inch below the top stitch line of the sleeve.

6. Sergeants shall wear sergeant chevrons centered on each sleeve one-half inch below the shoulder patch.

7. MPOs shall wear MPO chevrons centered on each sleeve one-half inch below the shoulder patch.

8. The ranks of captain and above shall wear the appropriate rank insignias on Class A uniform shirt collars. The ranks of captain and above shall have rank insignias embroidered on the epaulets of the Class B uniform shirt.

9. Service stripes may be worn on the long-sleeve Class A uniform shirt. Each stripe represents five years of completed full time service in law enforcement. Service stripes shall be worn centered on the outer bottom half of the left sleeve at a 45-degree angle four inches from the bottom of the sleeve.

G. UNDERSHIRTS

1. A clean white "crew-neck" or "V-neck" style t-shirt shall be worn underneath the long sleeve white Class A dress uniform shirt.

2. A clean black or dark navy blue "crew-neck" style t-shirt shall be worn underneath the long and short sleeve navy blue Class A and Class B uniform shirt.

3. A clean black "crew neck" style t-shirt shall be worn underneath the Class C uniform shirt or the department-issued polo shirt.

H. UNIFORM PANTS

1. Uniform pants shall be neat, clean, and fitted to the individual officer.

2. Officers required to wear a uniform shall wear regulation navy blue uniform pants unless expressly authorized by the Chief of Police.

3. Lieutenants and higher shall wear a one (1) inch black stripe along the outside seam of each leg when wearing the Class A dress uniform.

I. FOOTWEAR / HOSIERY

1. Shoes or boots shall be kept clean, polished, and in good condition.

2. Officers required to wear a uniform shall wear shoes or boots that are solid black in color, and made of natural or synthetic leather with a round toe design. Solid black in color by the manufacturer, including all portions of the upper, toe, heel, outsole, tongue, laces, eyelets, stitching, and any manufacturer's logos.

3. Running or athletic style shoes may be worn as optional footwear with the Class B or Class C uniforms or officers assigned to bicycle patrol, and shall conform to the specifications outlined in (2) above.

4. Solid black over-the-calf style socks shall be worn when wearing shoes that reveal the socks when seated.

5. Solid black ankle socks are permitted for officers assigned to bicycle patrol.

J. JACKETS

1. Issued jackets shall be worn at the discretion of the officer.

2. Only the following accessories are authorized to be worn on the jacket:

   a. Badge/Badge patch – worn above the left breast pocket.

   b. Shoulder patches centered on each sleeve one-half inch below the top stitch line of the sleeve.

   c. Sergeant or MPO chevrons centered on each sleeve one-half inch below the

shoulder patch.

d. Rank insignia for captains and above shall be worn on the epaulets.

K. RAINWEAR

The issued raincoat and hat cover may be worn as needed. The hat cover shall only be worn during inclement weather.

L. REFLECTIVE CLOTHING

The issued reflective clothing (ie., jacket, vest) shall meet current ANSI/ISEA standards.

M. OPTIONAL ACCESSORIES

1. Scarves may be worn during cold or inclement weather, provided it is solid black in color.

2. Gloves may be worn during cold or inclement weather, provided they are solid black in color.

3. A department-issued navy blue pullover sweater may be worn for seasonal comfort. The sweater shall have a department shoulder patch affixed to each shoulder, with badge or badge patch attached to upper left breast and name plate or name tape on upper right breast.

4. The outer vest cover shall be worn with badge or badge patch attached to upper left breast and name plate or name tape on upper right breast. The outer vest carrier shall be dark navy blue in color. Optional undershirts that may be worn with the outer vest carrier may be requested and purchased by the department in lieu of a Class A or Class B uniform shirt. Optional undershirt requests may be made at any time throughout the year, but orders shall be placed twice in the calendar year, January and July.

5. Mock turtle-neck shirts or a mock-turtle neck dickie may be worn with both long sleeve Class A and Class B shirts with no tie. Mock turtle-neck or mock turtle- neck dickie shall be black in color and with "CPD" embroidered in silver at the neck. This is a personal purchase uniform item and shall be purchased through the department's uniform vendor to ensure uniformity and consistency.

NOTE: Uniforms that require a metal badge, shall be worn with a metal name plate. In instances where a badge patch is affixed to the uniform, an embroidered name tape is required. A uniform with a metal badge and embroidered name tape, or a uniform with an embroidered badge patch and a metal name plate are prohibited.

N. BICYCLE PATROL

Officers assigned to bicycle patrol shall wear such uniforms, accessories, and insignia as stated by the Chief of Police. They shall wear their helmet and other protective gear when riding a bicycle.

O. CANINE OFFICERS

Officers assigned to canine duties may wear department approved cargo pants while performing canine related duties. Such officers are still required to wear regulation

uniform during funeral services, formal ceremonies, federal or superior court, or as otherwise directed by the Chief of Police.

P. HONOR GUARD

Members of the honor guard shall wear such uniforms, accessories, and insignia as approved by the Chief of Police. White gloves shall be worn while attending important events or assemblies while on-duty and serving as a member of the honor guard.

Q. HONORING LAW ENFORCEMENT DEATHS

1. When a member in law enforcement dies in the line of duty, while serving in Cabarrus County, black mourning bands shall be permitted to be worn on the badge from the time of death until sunset on the day of the burial.

2. When a member in law enforcement dies in the line of duty outside Cabarrus County, individual officers may request to wear a mourning band. Such requests shall be made to the respective commander.

3. When a member in law enforcement dies in the line of duty, and the governor declares that flags be lowered, officers may wear black mourning bands on the badge from sunup to sunset on the day the flags are lowered.

R. MOTORCYCLE PATROL

Officers assigned to the motorcycle unit shall wear such uniforms, accessories, and insignia as approved by the Chief of Police. They shall wear their helmet, boots, and other protective gear when operating the motorcycle. When not operating the motorcycle (due to inclement weather or motorcycle maintenance), they shall be dressed and equipped as other officers who are required to wear a uniform.

S. COMMUNITY OUTREACH AND EDUCATION UNIT

Officers assigned to the Community Outreach and Education Unit, while performing School Resource Officer duties, shall wear a Class C uniform as defined above in this general order. The Class C uniform may be worn for special events only with advanced approval from the Chief of Police on a case-by-case basis (i.e., Youth Police Academy, National Night Out, Candy Crawl, etc.).

1. The polo shirt shall be black in color.

2. The cargo-style pants shall be stone grey in color.

3. Officers shall wear their department-issued leather duty belt with the same equipment they would carry if wearing the Class A or Class B uniform. The Class C uniform does not relieve officers from being properly equipped for duty.

4. Load bearing vests are prohibited while wearing the Class C uniform in the Community Outreach and Education Unit. Officers shall comply with General Order 06.02 - Body Worn Ballistic Armor – which shall be worn underneath the approved polo shirt.

5. Any duty assignment (that requires the wearing of a uniform) other than working as a School Resource Officer on educational property shall require the wearing of the Class A or Class B uniform.

T. CIVILIAN TRAFFIC CRASH INVESTIGATOR (CTCI)

1. Coworkers assigned as a CTCI shall wear the department approved uniform that distinctly identifies the CTCI and does not resemble any part of a Concord Police officer's uniform.

   a. The uniform shirt shall clearly identify the coworker as a CTCI.

   b. The uniform shirt shall be yellow and black with reflective material.

   c. The cargo-style pants shall be khaki in color.

06.01.5 OPTIONAL PERSONAL PURCHASE ITEMS

A. The below items are department approved and may be purchased, at the officer's expense:

1. Load bearing vest **(Shall be purchased from department approved vendor)**

2. Outer vest carrier **(Shall be purchased from department approved vendor)**

3. Streamlight / Stinger / Handheld flashlight holders

4. Latex / Neoprin glove pouch

5. Second badge & wallet

   Note: The department shall periodically advertise the intended order of mini-badges for officers to purchase for off duty carry.

6. Extra handcuffs and carrier

   Note: The handcuffs shall be black and/or silver in color.

7. Multi-tools / Seatbelt cutter

8. Radio earpiece

9. Gloves

10. Tourniquet Holder

11. Knife

    a. A folding knife is single-edged, has a pocket clip, with the blade capable of being folded inside of its handle. The folding knife shall also be equipped with a locking mechanism once the blade is extended. The blade length shall not exceed four inches.

    b. If an officer elects to carry a folding knife, it shall be carried on the inner waistband behind the belt, the front pocket of the officer's pants, or an enclosed pocket on the department approved outer vest carrier.

    c. A fixed-blade knife shall not be worn or carried by officers.

12. Additional Class C department-approved polo shirts and/or cargo-style pants may be purchased from the department-approved vendor.

B. PERSONAL PURCHASE ITEM GENERAL GUIDELINES

1. Officers are prohibited from using or wearing any personal purchase uniform item while off-duty, except for the second badge, which may be used for off-duty identification in conjunction with the department-issued identification card.

2. Written approval from the Chief of Police or designee shall be obtained before carrying or using any personally purchased items except those listed above during the performance of their duties.

3. The Chief of Police reserves the right to condemn any personal purchase item if such item is determined to be unserviceable or if used in a manner not consistent with this general order.

4. Personal purchase items shall be used and/or worn in a professional manner at all times while on duty.

5. Officers may submit claims for the reimbursement or replacement of personal purchase items damaged as a result of duty related activity.

   a. Officers shall submit a memorandum to the Chief of Police through their chain of command and shall retain the item in question until the claim is settled.

   b. Upon reception of the memo, the Chief of Police shall consider the replacement or reimbursement of the personally purchased item.

06.01.6 PERSONAL APPEARANCE STANDARDS – OFFICERS

Officers, while on duty, shall conform to the following appearance standards. They shall always strive to present a professional appearance. **It shall be the responsibility of all supervisors to regularly monitor their subordinates' general appearance to ensure conformity with this general order**. In doing so, supervisors shall use their discretion with an emphasis placed on presenting a professional appearance. Supervisors finding a subordinate officer who is not in compliance with any of the following sections shall take prompt, appropriate action to correct any deficiency.

A. FACIAL HAIR

1. **Full** beards and goatees may be worn provided they do not interfere with the wearing of necessary police equipment or expose the wearer to undue risk or hazard.

   a. Beards, and goatees as applicable, shall be neatly trimmed along the throat, neckline, and cheekbones. Beards and goatees shall present a groomed appearance while in uniform or otherwise on-duty.

   b. Beards and goatees shall be maintained at a length not to exceed one quarter inch (1/4") in length.

   c. The mustache portion of a beard or goatee shall be neatly trimmed so that the top line of the upper lip is visible.

2. Officers shall affirmatively communicate their intent to grow a beard or goatee to their commanding officer by email or memo. Officers choosing to wear a beard or goatee shall maintain the beard or goatee and avoid shaving. Periodic shaving or being in a state of continual beard or goatee growth (i.e., stubble) is prohibited.

   a. Likewise, officers with an approved beard or goatee shall affirmatively communicate their intent to shave off their beard or goatee to their commanding officer by email or memo. Officers shall remain clean-shaven thereafter.

3. Officers with a medical condition for which the Chief of Police authorized an accommodation to wear a beard **shall** wear a full beard **in accordance with their medical restrictions and in accordance with this general order** and shall not shave.

4. Officers who choose to wear a beard or goatee shall be given no more than two weeks to grow a beard or goatee. It is a recognized fact that some people are capable of growing facial hair with a neat and professional appearance and some are not. If the Chief of Police feels that facial hair does not meet the regulations set forth in this general order; or feels a person does not have the potential to grow facial hair (i.e., scraggly, patchy or sparse facial hair); or that a person is not maintaining their facial hair (i.e., facial hair that regularly exceeds length standards, fails to keep facial hair properly trimmed and uniform in appearance), the Chief of Police may order the facial hair be shaved.

   NOTE: Lengthy facial hair, hair generally exceeding ¼" in length, can interfere with the wearing of safety equipment (i.e., gas mask). Officers choosing to wear a beard or goatee shall ensure compliance with this general order and that their department issued gas mask is able to maintain an air tight seal.

5. Mustaches, if worn without a beard or goatee, shall not extend above, beyond, or below the normal hairline of the upper lip. Mustaches shall be maintained in a neat, clean manner presenting a groomed appearance.

6. Sideburns, if worn without a beard, shall be neatly trimmed and shall not extend below the middle of the ear. Sideburns shall be straight and of even width (not flared) and end in a clean-shaven horizontal line.

7. The Chief of Police reserves the right to order a clean shaven appearance for formal ceremonies, department photographs, etc.

B. FINGERNAILS

Fingernails shall be kept clean and trimmed to a reasonable length so as not to interfere with the performance of duty. Female coworkers may wear nail polish that is professional and does not present an extreme appearance. Male coworkers shall not wear nail polish of any type. Fingernail decals or ornamentation is not permitted.

C. HAIR

1. Males

Hair shall be neat, clean and shall not interfere with full vision. The length of hair for males shall not extend past the top of the shirt collar at the center of the back.

Hair may extend over the ears, but shall be no longer on the sides than the middle of the ear. The hair shall be neatly clipped and shaped at the top and sides to present a well-groomed appearance. In all cases, the bulk or length of hair shall not interfere with the normal wearing of the uniform hat. Extreme hairstyles such as Mohawks, scalp sculpturing, and exotic styling are prohibited.

2. Females

Hair shall be neat, clean and shall not interfere with full vision. Female officer's hair shall be worn in a tightly wrapped braid, ponytail, or bun and shall not extend more than a few inches below the bottom of the uniform collar. The hair may extend over the ears, but shall be no longer on the sides than the top of the shirt collar. If the hair is worn over the ears, it shall not be arranged in a way that would be advantageous for a suspect to grab. Hairpins and barrettes shall not be conspicuous and exposed. Hairclips and other ornamentation are prohibited for uniformed officers. Female hairstyles, if the officer is in uniform, shall not interfere with the proper wearing or alter the original shape of the uniform hat.

3. Hair Color

Hair color, if dyed, shall present a natural appearance. Regardless of the sex of the coworker, colors (such as green, blue, pink, and purple) that do not occur naturally are prohibited.

D. JEWELRY – PLAIN CLOTHES OFFICERS

1. Facial jewelry of any kind shall not be worn.

2. Female officers may wear one set of earrings provided they are conservative in style and do not interfere with the performance of duty or endanger the safety of the officer or others. Male officers can only wear earrings if they are assigned to the Vice/Narcotics Unit or otherwise working in an undercover assignment.

3. Necklaces, bracelets, and rings may be worn as long as they do not interfere with the performance of duty or endanger the safety of the officer or others.

4. Rings shall be limited to one per hand.

5. Visible body piercings are prohibited. Simply covering facial jewelry or visible body piercings (e.g., eyebrow, nose, mouth piercing, etc.) with a bandage or other disguise does not constitute compliance with this standard.

E. JEWELRY – UNIFORMED OFFICERS

1. Facial jewelry of any kind shall not be worn.

2. Female officers may wear one set of silver or gold in color earrings worn in the lower ear lobe that is small ball or disk style with small posts. Male officers are prohibited from wearing earrings while on duty while dressed in uniform.

3. A single necklace/chain or religious medallion may be worn but shall not be visible.

4. A single bracelet may be worn.

5. A wristwatch may be worn and shall not be excessive in size or appearance. A watch shall coincide with the professional appearance of the officer's uniform.

6. Multiple necklaces, chains, charms, bracelets, or costume type jewelry shall not be worn.

7. One ring may be worn on each hand if the ring does not interfere with the performance of duty or endanger the safety of the officer or others.

8. Visible body piercings are prohibited. Covering facial or ear jewelry or visible body piercings (e.g., eyebrow, nose, mouth piercing) with a bandage or other disguise does not constitute compliance with this standard.

F. MAKEUP

Officers may wear a reasonable amount of makeup that would be considered standard for the adult business community.

G. GENERAL HEALTH AND PHYSICAL FITNESS

Physical fitness should be a professional goal of all officers. Therefore, officers are expected to maintain a level of general health and physical fitness, which allows for work to be performed efficiently and which minimizes the potential for personnel shortages caused by excessive sick leave or injury. Overall physical wellness should focus on exercise and nutrition as well as preventive screening. In support of overall physical wellness, the department encourages the use of facilities and programs aimed at improving nutrition habits and the maintenance of strength and flexibility. Officers have access to, without cost to the officer, cardiovascular and strength building fitness equipment in the department's fitness areas.

06.01.7 PERSONAL APPEARANCE STANDARDS – LIGHT DUTY SWORN

A. Officers on light duty assignments shall maintain a neat, well-groomed appearance and shall wear appropriate business attire for their assignments. Light duty officers shall wear casual business attire.

B. General order sections related to makeup, hair color, body art, and jewelry, and fingernails also apply to light duty officers.

C. The following items of clothing shall be considered unprofessional and inappropriate for work attire:

1. T-shirts / tank tops as an outermost garment.

2. Skorts or shorts.

3. Denim clothing.

4. Beach or thong type sandals.

5. Athletic shoes (unless solid black in color).

6. Athletic / workout attire (such as yoga pants or compression shirts)

7. Apparel bearing sport or company logos larger than 3" x 3".

8. Leggings / skin tight pants/ spandex as an outermost garment.

9. Revealing blouses or shirts that expose excessive skin and cleavage.

10. Mini-skirts or dresses over 3 inches above the knee.

NOTE: This list is not all-inclusive, and the officer's commanding officer shall address violations of dress attire on a case-by-case basis.

06.01.8 PERSONAL APPEARANCE STANDARDS – PROFESSIONAL STAFF

Professional staff shall convey an appearance of professionalism, particularly when dealing with the public.

A. Professional staff, with the exception of Office of the Chief of Police professional staff, shall wear a department-approved uniform, which consists of a department-issued polo shirt and department-issued pants for their assignment at all times while on duty.

B. Professional staff shall wear shoes or boots that are solid black in color, and made of natural or synthetic leather with a round toe design. Solid black in color by the manufacturer, including all portions of the upper, toe, heel, outsole, tongue, laces, eyelets, stitching, and any manufacturer's logos.

NOTE: Office of the Chief of Police professional staff shall wear business professional attire.

C. General order sections related to makeup, hair color, body art, and jewelry, and fingernails also apply to professional staff.

06.01.9 PERSONAL APPEARANCE STANDARDS – ATTENDING TRAINING

A. Coworkers attending training, either internally or outside of the department, are expected to represent the department in a professional manner and present the best image possible.

B. Attire may be the department uniform or neat, clean pants, shirt and appropriate footwear unless otherwise directed. Shorts and sandals are not allowed.

C. Jeans are permissible while attending training unless otherwise specified by the instructor or by the nature of the course (i.e. firearms training). Jeans shall be permitted provided they are neat, properly fitted, and without holes or tears. Shirts shall also properly fit, without holes or tears, and without inappropriate or offensive print or graphics.

06.01.10 BODY ART

A. BODY ART

Any permanent or semi-permanent marking, alteration, or modification of the skin or body for decorative, symbolic, or personal expression purposes. Body art includes, but is not limited to, tattoos, brands, scarification or any other extreme body art/modification, subdermal implants, tongue bifurcation, intentional skin discoloration and cosmetic tattooing (including microblading). For the purposes of this general order, body art does not include temporary markings that can be easily

removed (e.g., marker, paint, or adhesive decals).

1. The Concord Police Department is a paramilitary professional organization that has a reasonable interest in not offending or appearing unprofessional before the public it serves. For this reason, the department requires a standard appearance wherein its coworkers may not display body art that is profane, demeaning or contains messages that may be disruptive in the workplace, negatively impact productivity, or give the appearance of a preference or bias to the public or other coworkers.

2. Body art may be deemed inappropriate if they meet the criteria in (A1) above. Inappropriateness may also be determined based upon the amount of skin covered with body art (i.e., an arm sleeve of tattoos extending well below the elbow joint).

3. The Chief of Police shall determine if body art is inappropriate. The Chief of Police shall review and determine whether body art visible to the public is approved before a coworker undergoes the procedure. A photograph of approved body art will be retained in the coworker's personnel file. Body art may be deemed inappropriate if it meets the criteria in Section A above. Inappropriateness may also be determined based on the amount of skin covered with body art (e.g., an arm sleeve of tattoos extending well below the elbow joint).

06.01.11 PRIVATELY OWNED MOBILE PHONES

A. Coworkers may possess and use privately owned mobile phones while on-duty for department business.

B. Privately owned mobile phones shall be kept in an inaudible or vibrating mode when dealing with the public.

C. Coworkers shall not use/wear privately owned Bluetooth (wireless) devices while on-duty in public view.

D. The department shall assume no liability for the loss, damage, or expenses incurred from the possession or use of any privately owned mobile phones while on-duty, unless the coworker is required to have the phone at all times and receives a stipend from the city.

06.01.12 DUTY EQUIPMENT

A. ISSUED EQUIPMENT

Newly sworn officers shall be equipped with appropriate uniforms and equipment necessary to the performance of their duties. An inventory sheet shall be signed by the officer receiving the equipment.

B. REPLACEMENT OF WORN OR DAMAGED ITEMS

The department recognizes that throughout the course of police work, uniform items can become worn, no longer serviceable, or damaged and need to be replaced. In the case where items need to be replaced, the officer shall report the item(s) to their supervisor and then make a request via the department-approved quartermaster software for a replacement as soon as practicable.

NOTE: Once the item is entered into the quartermaster software, the

Professional Standards Division Commander or designee shall contact the coworker to arrange receipt of the replacement item(s). (See Attachment #1)

C. INVENTORY

1. The Administration Bureau Commander or designee is responsible for maintaining and storing agency property in a state of operational readiness and controlling the inventory and issuance of certain items to include but not limited to first aid kits, PPE kits, body armor, gas masks, police clothing, body worn cameras, radios, handcuffs, traffic control items, firearms, ammunition, and badges.

2. Annually, the Administration Bureau Commander or designee shall conduct a documented inventory of all assets, including department firearms, radios, vehicles, and other property, equipment or assets valued greater than $5,000.00. This inventory shall be forwarded to the Chief of Police.

06.01.13 DEPARTMENT EQUIPMENT

A. OFFICER RESPONSIBILITY

1. It shall be the responsibility of each officer to take proper care of all equipment and property issued or assigned to them. Equipment and property owned by the City of Concord shall not be converted to the officer's personal use.

2. All coworkers shall inspect their assigned equipment prior to the beginning of each shift.

3. The officer shall use all equipment in a lawful manner and may be required to reimburse the City of Concord for property lost or damaged because of willful or negligent action by the officer. Such reimbursement shall be in addition to any disciplinary action arising from the loss or damage.

4. Any damage or loss of property or equipment is to be reported to the officer's supervisor during the same tour of duty as damage or loss occurs.

5. Operators of police vehicles are to inspect vehicles prior to driving them. Any damage to the officer's vehicle shall be reported as soon as practicable. Damage not reported prior to operation shall be charged to the officer in possession of the vehicle when damage is discovered.

6. Except when otherwise directed by a competent authority or otherwise reasonable by circumstances, department equipment shall only be used by those to whom it was issued or assigned. The use shall be limited to official purposes and in the capacity for which it was designed.

7. Department equipment or property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority and only in compliance with established city procedures.

8. No officer shall attempt to disassemble or repair any departmental equipment unless authorized to do so by the Chief of Police or designee.

B. HANDGUNS / ON-DUTY

All officers authorized to carry a department-issued handgun shall do so in accordance with General Order 06.05 Weapons Regulations.

C. LESS LETHAL

1. All officers authorized to carry a department-issued less lethal weapon on their duty belt as part of the officer's required uniform shall do so in accordance with General Order 06.05 Weapons Regulations.

2. Plain clothes officers shall carry some type of less lethal weapon when executing an arrest away from headquarters or when entering an obvious confrontational situation.

06.01.14 IDENTIFICATION CARDS

A. When on duty, all coworkers shall have with them their department-issued identification card. Upon a citizen's request, coworkers shall present their identification card. Coworker identification shall include verbal identification over the telephone.

B. Coworkers that work in a plain clothes capacity shall have their identification card displayed in a fashion that allows them to be readily identified as a department coworker. Exceptions include when an officer is serving in an undercover or covert assignment. In such case the officer shall have the identification on their person in the field. Also, they shall have their identification visible inside of the department or city facilities.

C. The front of the department identification card shall have at a minimum the coworker's photograph, the coworker's rank, employee number and the signature of the Chief of Police.

06.01.15 RETURN OF DEPARTMENT EQUIPMENT

A. SEPARATION CHECKOUT SHEET (FORM SC-1)

Whenever officers are placed on an unpaid status (removed from the payroll) for any reason except for suspension or an unpaid status of 14 days or less, the Professional Standards Division administrative assistant shall prepare Form SC-1. The Office of the Chief of Police – Police Administration Manager, shall forward a completed copy of Form SC-1 to the respective commanding officer.

B. COMMANDING OFFICER RESPONSIBILITIES

1. Upon receiving Form SC-1 from the Office of the Chief of Police – Police Administration Manager, commanding officers shall ensure that department-issued equipment is retrieved and delivered to the Professional Standards Division – administrative assistant. These items shall not be inventoried. In extraordinary cases, the equipment may be stored at another location as determined by the Chief of Police.

2. If an officer's 15 day or greater leave of absence begins prior to Form SC-1 being received from the Office of the Chief of Police – Police Administration Manager, the commanding officer or designee shall collect and document the officer's applicable equipment prior to the officer's last day of work. Once Form SC-1 arrives at the work location, the list of equipment collected shall be transferred to the second page

of the form.

NOTE: If an officer has been approved for an extended leave of absence which may go into an unpaid status of greater than 15 days, the applicable equipment shall be surrendered prior to the commencement of the leave. Commanding officers are to use their discretion when handling unpaid leaves and the surrendering of equipment.

C. UNPAID LEAVE 14 DAYS OR LESS

Officers on an unpaid leave of absence of 14 days or less are not required to surrender any department-issued equipment unless otherwise ordered by the Chief of Police or designee.

D. UNPAID LEAVE 15 TO 90 DAYS OR SUSPENDED FROM DUTY

Officers on an unpaid leave of 15 to 90 days or suspended from duty for any reason shall surrender their regulation metal badge, identification card, class "A" hat with badge, OC spray, expandable baton, handcuffs, CEW and handgun to the Professional Standards administrative assistant. The items shall be retained at police headquarters or another location as authorized by the Chief of Police.

E. UNPAID LEAVE OVER 90 DAYS

Officers on unpaid leave over 90 days shall surrender all department- issued equipment (excluding uniform items) to their commanding officer. The commanding officer shall ensure the equipment designated on Form SC-1 is retrieved and delivered to the Professional Standards Division administrative assistant. This shall include the officer's badge(s), class "A" hat with badge, and identification card. Handguns shall be returned to the lead firearms instructor for retention. The officer's equipment shall be reissued upon reinstatement.

F. TRANSFER FROM SPECIALIZED UNIT

Should a coworker transfer from a specialized unit, it shall be the responsibility of the coworker to return all specialized uniforms and/or equipment to the commanding officer of the respective unit. Upon return, the commanding officers shall ensure that the specialized uniforms and/or equipment are delivered to the Professional Standards Division administrative assistant.

G. DISCHARGE, RESIGNATION OR RETIREMENT

Upon dismissal, resignation or retirement, it is the responsibility of the officer to immediately return to their commanding officer all department equipment and/or uniforms that have been issued or otherwise entrusted to them, including any specialized equipment (e.g., bicycle equipment, web belts, detective windbreakers, forensic photo vests, tactical coveralls or 5.11 TDU shirts/pants, arson investigators' equipment). If the officer is unable or unwilling to return the uniforms and/or equipment, it is the responsibility of the officer's commanding officer to assign a supervisor to retrieve the outstanding uniforms and/or equipment as soon as practicable.

06.01.16 LOST OR STOLEN UNIFORMS AND EQUIPMENT

A. Coworkers shall immediately notify their immediate supervisor of the loss or theft of department property. The coworker's immediate supervisor shall notify the division captain and bureau commander.

B. If it is determined that an item(s) was stolen, an incident report shall be created that includes all pertinent serial numbers for the item(s) to be entered into NCIC.



JAMES S. HUGHES
CHIEF OF POLICE