

1.02-1

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
APPEARANCE, CLOTHING AND EQUIPMENT**



KAMRAN AFZAL – DIRECTOR AND CHIEF OF POLICE

Rev. 7/24

POLICY STATEMENT

This policy establishes standard appearance and clothing guidelines for all Dayton Police Department employees, so they project an appropriate and positive image to the public. All employees will be well groomed, hygienic, and dress in a conservative manner conducive to public employment and service.

This policy will be adhered to by all employees when performing duties under the auspices of the Dayton Police Department. No employee is exempt from these guidelines unless specifically granted exemption by the Director and Chief of Police.

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PART ONE – SWORN EMPLOYEE UNIFORMS

Members of the Dayton Police Department will maintain their uniform in a clean condition and good repair. Replacement items will meet the uniform specifications prescribed by the Department. Upon initial appointment, sworn officers will be provided at least one (1) Class A and three (3) Class B uniforms, and a fully equipped duty belt. Academy personnel and/or an Administrative supervisor should document all property and equipment issued by the Department or returned to the Department in an appropriate file at the time of issuance or return. Upon separation from the Department, all issued property and equipment shall be returned.

I. UNIFORM REGULATIONS

The following regulations pertain to wearing the uniform and will be adhered to by all sworn personnel.

- A. Personnel assigned to wear the uniform will report for roll call or their specific detail, in complete uniform.
- B. Uniforms shall be kept neat, clean, pressed and in good repair. Leather goods should be clean and polished. While wearing the uniform, sworn members will maintain a military bearing, avoiding mannerisms such as slouching and keeping hands in pockets.
- C. Previously approved uniforms and clothing may be worn for an additional one (1) year from the date of their discontinuation.
- D. The uniform should not be worn off duty except when:
 1. Traveling to and from work and court.
 2. Engaging in outside employment in an approved official police capacity.
 3. Attending authorized functions (funerals, parades).
- E. An incomplete uniform will not be worn out of doors. "Incomplete" means wearing uniform trousers, shirt or jacket without the hat or gun belt.
 1. Wearing civilian clothes with uniform clothing is forbidden.
 2. The hat will be worn only when required as listed in Section II.A.1.
 3. Sworn members, assigned inside a Police facility are not required to wear the gun belt.
- F. Personnel assigned in uniform to the Patrol Operations Division, personnel assigned to the Investigations Division conducting enforcement operations, or other personnel in a uniformed enforcement assignment are required to wear their issued safety equipment (Body armor, IPOK (Individual Patrol Officer Kit), traffic safety vest, etc.).

All other personnel will be required to have their issued safety equipment readily available. If they are responding to a high-risk call, they will also be required to wear their issued safety equipment.

G. Classes of Uniform

1. CLASS "A" UNIFORM

All sworn personnel are required to maintain a wearable Class "A" uniform that will be inspected during February every year by their immediate supervisor. Class "A" uniforms will be worn for formal occasions including: Awards ceremony, police memorial, academy graduations, funerals, etc. Authorized Class "A" uniforms are referenced in the most current Authorized Uniform Information Sheet.

2. CLASS "B" UNIFORM

All sworn personnel are required to maintain a wearable Class "B" uniform that will be inspected quarterly by their immediate supervisor. Class "B" uniforms will be worn for patrol and enforcement functions such



as calls for service, traffic enforcement, guard duty, specialized operations, etc. Authorized Class "B" uniforms are referenced in the most current Authorized Uniform Information Sheet.

3. **Specialized Uniforms – CLASS "C" UNIFORMS**

Personnel assigned to specialized units, including, but not limited to: Bomb Squad, SWAT (Special Weapons and Tactics), HNT (Hostage Negotiation Team), RCMT (Regional Crowd Management Team), Bicycle Patrol, Forensic Service Technicians, Motorcycle Unit, Traffic Services Unit, Honor Guard and Parking Enforcement Aides, will wear the uniform items authorized and appropriate for their units.

With the exception of the Bicycle uniform, specialized uniforms will be worn only when officers are actively engaging in specialized duties or training.

The Bicycle uniform is authorized for wear by all sworn personnel, bicycle certified or not, while working patrol functions from June 1 through August 31

H. **Display of Badge and Name Plate**

1. The Department badge will be displayed on the outer garment of the uniform above the left pocket (embroidered on outer coat and sweater). (See Illustrations)
2. The nameplate is displayed on the outer garment of each uniform on the right side (embroidered on outer coat and sweater), centered 1/8 inch above the top of the pocket seam. (See Illustrations)
3. The nameplates for officers will be silver-plated and nameplates for Sergeants through Chief will be gold-plated. The lettering on both nameplates will be 1/4" block lettering in black. Nameplates will be 1/2" in height, accommodating the officer's initials and last name. Lettering on outer coat, sweater, and LBVs (Load Bearing Vests) will be silver for officers and gold (yellow) for sergeants and above.
4. Sworn personnel have the option to wear one of the three following items indicating seniority:
 - a. A metal plate indicating "**serving since XXXX**" the year they started with the Dayton Police Department as a Sworn Police Officer. That plate will be the same color as the metal nameplate and will be worn with the wording displayed underneath the nameplate, 1/8 inch above the top of the pocket seam. This plate may only be worn with the metal nameplate.
 - b. Stars in five-year increments
 - 1) Sworn personnel will have the option of wearing their seniority, beginning with their Dayton Police Academy start date, on uniform shirts on the left shirt pocket flap. These insignia are to be worn on uniform shirts only.
 - 2) Seniority designations are silver for Officer and gold for Sergeant and above. They will be metal with clutch-pin back. The stars will be 1/2" in height; multiple stars will be connected and displayed as a straight-line group.
 - 3) These insignia will be worn with a star(s) being centered on the pocket flap underneath the badge approximately 1/2" from the top of the pocket flap. All insignia are to be kept highly polished at all times. (See Illustration #4)
 - c. Sworn personnel may wear the authorized City Service pin 1/2 inch from the edge and centered on the right side of the right pocket flap of all uniforms, except load bearing vests, polo-style shirts, police overcoats and raincoats.
5. During line of duty funerals and police memorial week, officers will wear a horizontal mourning band across the badge.
6. All exposed metal insignia / badges will be highly polished at all times.

II. **UNIFORM ITEMS**



A. Headgear

1. Uniform Cap

- a. All sworn members while in uniform, and as directed, will wear the specified uniform cap (See Authorized Uniform Information Sheet).
- b. The uniform cap will be worn:
 - A. Level on the head as viewed from the back, and with the front tip of the cap bill centered on the nose and level with the eyebrows as viewed from the sides.
 - B. Either when providing a media statement outside or when instructed by a supervisor.
- c. Police Officers will wear a silver-plated "metal mesh band" with silver "Dayton Police" band buttons and silver issue cap shield designating their rank.
- d. Sergeants will wear a gold-plated "metal mesh band" with gold "Dayton Police" band buttons and gold issue cap shield designating their rank.
- e. Lieutenants through Chief will wear a cloth light gold-thread "mesh band" with gold "Dayton Police" band buttons and gold issue cap shield designating their rank.
- f. All metal devices, hatbands and cap shields will be highly polished at all times.
- g. The hatband around the base of the cap will be detachable and made of #280 BLACK rayon braid with an elastic insert.

2. Black Knit/Skull Cap

Personnel may wear an optional black knit/skull cap during times that weather conditions allow the outdoor temperature to drop below 45°F. The cap is not to be worn while on any indoor duty post. The cap will be black in color and will have the standard embroidered badge in front on the folded-up rim and will be in the color that is appropriate to the wearer's rank. (see Authorized Uniform Information Sheet)

3. Ball Cap

- a. Officers and sergeants wearing the Class B or approved specialized unit uniform are authorized to wear an optional ball cap.
- b. This hat will NOT replace the authorized helmet which is required at all times while riding a bicycle or motorcycle.
- c. The ball cap will not be worn when making media statements, inside the court building, or City Commission Chambers.
- d. The ball cap will be worn level on the head as viewed from the back, and with the front tip of the cap bill centered on the nose and level with the eyebrows as viewed from the sides.
- e. Personnel may purchase at their own expense a ball cap provided it conforms with current specifications (see Authorized Uniform Information Sheet).

4. Religious Head Coverings – Hijabs

- a. Officers with the approval of the Chief of Police due to religious reasons, may wear a hijab while in uniform.
- b. To ensure safety and consistency, officers who wear a hijab in uniform must only wear an approved style while on duty. The hijab shall be:
 - Solid black in color. No designs, wording, or logos are permitted.
 - Close-fitting to the head to ensure there is no loose fabric that may pose a safety risk to the



- officer.
- If a hijab is worn that covers the neck, it must be tucked into the uniform shirt collar to ensure it does not cover or conceal the uniform. Officers who wear a hijab that covers the neck, will wear a modified hijab with clasp or Velcro to allow it to come off easily.
- Worn as to not cover the front of the face at any time.
- Worn in a manner that all hair standards are met, to include not interfering with the proper wearing of headgear.
- Worn in a manner that does not prevent the use of personal protective equipment (PPE).

B. Undershirts

Sworn members may exercise the option to wear an undershirt, which will be white or black with a round or V-neck collar and no designs, pictures or patterns on the material. Undershirt sleeves must not extend beyond the uniform shirtsleeve.

C. Ties

1. All sworn personnel in Class A uniform will wear a black clip-on or Velcro strap tie of a non-sheen material with no pattern or design.
2. The tie width will be between 2"-3" at the widest part.
3. Majors and above when attending court functions, community meetings, or meetings at City Hall will wear a tie or the optional approved turtleneck with the long sleeve Class B uniforms.
4. Tie clasps or pins will be conservative and may not depict a detrimental aspect of police work.

D. Socks

All ranks will wear plain black socks that cover no less than 4" above the ankle while in uniform. Officers may wear other color socks when they are wearing boots and the sock is not visible to the public or when they have an authorized medical reason for having to wear non-colored socks.

(Bicycle Uniforms) Officers may wear black ankle length socks with no logos visible. "POLICE" on socks are acceptable.

E. Shirts

All sworn personnel will wear the regulation long sleeve or short sleeve shirt depending upon rank and uniform of the day. Additionally, sworn personnel working patrol functions may wear the bicycle uniform between June 1 and August 31.

1. The Dayton Police shoulder patch will be sewn on each sleeve, by all ranks, centered approximately 1 inch below the shoulder seam.
2. Sergeants will display Sergeant's Chevrons on each sleeve centered 4 ½ inches below the shoulder seam on short sleeve and 5 ½ inches on long sleeve shirts. The chevrons will measure 3 ½ inches wide and 3 ¾ inches tall. The chevrons will be light blue with white outline on a black background.
3. Lieutenants through Chief will wear the appropriate rank device on their collar lapels. The rank device will be vertically centered on the collar 1 inch from and in line with the inner edge of the collar on both long and short sleeve shirts. (See Authorized Uniform Information Sheet)
4. Authorized uniform shirts can be found on the most recent Authorized Uniform Information Sheet. Items that are discontinued or removed from the Authorized Uniform Information Sheet will be approved for use for an additional one (1) year from the date of its removal.
 - a. Sworn personnel may wear specialized performance shirts under their outer vest carriers or load-bearing vest only with their Class B uniforms (See Authorized Uniform Information Sheet). Sworn personnel are not to wear the performance shirts when in public without wearing the outer vest or LBV carrier.
 - b. Embroidered badges and patches will be worn as specified on other outer coats.



- c. The Dutyguard pullover will be worn under the LBV carrier with shoulder patches visible.

F. Trousers / Shorts

1. All sworn personnel will wear the regulation trousers / shorts depending upon rank and uniform of the day. Additionally, sworn personnel working patrol functions may wear the bicycle uniform between June 1 and August 31.
2. The officers' regulation Class A uniform trouser will have a 1/16-inch royal blue piping sewn into the seam from the bottom of the pocket to the bottom of each leg. The piping fabric and weave will be the same as the trousers.
3. The regulation Class A uniform trouser for Sergeant through Chief will have a black 1-inch-wide braid sewn evenly over the side seam from the bottom of the waistband to the bottom of each leg. The braid fabric and weave will be the same as the trousers.
4. The regulation Class B uniform trouser for Major through Chief will not have a braid.
5. Uniform Pants (See Authorized Uniform Information Sheet).

G. Shoes

1. Black low quarter or mid ankle type shoes.
2. The toe will be plain from the bottom of the shoelaces to the tip of the rounded toe.
3. The shoes will be of a military, police or police athletic oxford type, no running, cross training, or other athletic shoes will be permitted.
4. There will be no less than four eyelets on each side for lacing.
5. The material of the shoe will be black with no patterns.
6. All surfaces will be highly polished to the ability of the material at all times.
7. (Bicycle Uniform) Officers assigned to bicycle patrol are authorized to wear an athletic-type shoe or police bike patrol shoe (one that is specifically manufactured for police bike patrol) for bicycle patrol use only when wearing the authorized bicycle patrol uniform. The type and style of permissible shoe as follows:
 - Shoes must be mostly leather / faux leather, with canvas or mesh in smaller proportion of construction.
 - Shoes must be all black.
 - Socks must be all black.
 - Logo must be inconspicuous unless designed as a reflective safety feature.
 - May incorporate hook-and-loop or buckle closures in addition to, or in place of, lacing.
 - Shoe style may depend upon orthopedic needs of the officer (e.g., enhanced arch support, stiff-soled, etc.)

H. Boots

1. Specified the same as shoes. Zippers are permissible if they are the laced in type and black in color, or side zippered. There will be no more than ten eyelets on each side for lacing. Non-eyelet lacing systems such as D-rings, speed laces, BOA closure system, etc. are permissible.
2. The toe of the boot will be plain.
3. All surfaces will be highly polished to the ability of the material at all times.

I. Outer Coats



1. All personnel will wear the authorized outer coats listed on the current Authorized Uniform Information Sheet.
 - (Bicycle Uniform) Bicycle patrol jackets: two-tone black and royal-blue. (See Authorized Uniform Information Sheet)
 - (Motorcycle Unit) Leather coats while performing their duties. (See Authorized Uniform Information Sheet)
 - a. The embroidered badge will be placed over the badge tab / on the left breast of the coat.
 - b. The embroidered nametape will be placed:
 - 1) Centered with the vertical chest zip pocket on the Soft-Shell Jacket. (See illustration #5)
 - 2) Centered 1-1/4" above the edge of the ventilation flap on the Public Safety Jacket. (See illustration #6)
 - 3) Centered directly above the horizontal seam on the chest of the Dutyguard HT Pullover. (See illustration #7)
 - 4) (Bicycle Uniform) right breast
 - c. The Dayton Police shoulder patch will be sewn on each sleeve, by all ranks, centered approximately 1/2 inch below the shoulder seam.
 - d. (Bicycle Uniform) "POLICE" in silver reflective lettering will be centered on the upper portion of the coat.
2. Sergeant through Chief will also display their rank device on the shoulders of the coat centered on the epaulette from front to back and 3/4 inch from the shoulder seam. (See illustration #2)

J. Blouses

All personnel will wear the regulation blouse when specified. The departmental badge, nameplate, Dayton Police shoulder patch (and Sergeant's Chevrons if applicable) will be worn in the prescribed manner. Lieutenant through Chief will display their rank device on the shoulders of the blouse centered on the epaulette from front to back and 3/4 inch from the shoulder seam. (See illustration #2)

1. Sergeant through Chief - The blouse will have a black nylon braid sewn on to the lower portion of each sleeve four inches from the bottom of the sleeve in the prescribed manner. The braid will be of a similar fabric and weave as the blouse and will be 1 inch wide.
2. Lieutenant through Chief - The firearm and holster will be worn underneath the blouse.
3. Officers and Sergeants will wear the gun belt with minimal authorized equipment over the blouse.
4. Sworn personnel with blouses are to maintain their current seniority (Sworn time with the Dayton Police Department in Five Year increments) designation on the **left**, lower sleeve, centered on the sleeve four inches from the bottom. For Sergeants and above, the bottom of the stars are located at the top of the braid, with the top of the star(s) pointing to the shoulder.
 - One Cloth Star = Five years seniority

K. Raincoat

1. Reversible black / fluorescent yellow NASCO 80 Series 30" length rain jacket.
2. No emblems, rank insignia or badges are to be worn on the raincoat.

L. Leather Gear



1. Officers must use the department issued Safariland ALS (Automatic Locking System) holster for their duty weapon. For off-duty or plainclothes carry, the holster must be of a style approved by the range staff. (General Order 1.08-1).
2. Uniformed personnel that utilize the gun belt will wear only a black smooth leather (no Clarino or Patent Leather) belt with a plain silver colored buckle for officers and a plain gold colored buckle for Sergeant through Chief.
 - a. Personnel may exercise the option of wearing an approved nylon gun belt and authorized equipment while wearing the **Class B uniform only**.
 - b. Personnel have the option of purchasing and wearing a Velcro leather or laminate gun belt that has no buckle provided it can support the authorized duty holster.
3. Magazine pouches must also be of a smooth black leather material with or without exposed snaps.
4. All exposed snaps on authorized equipment will be silver colored for officers and gold colored for Sergeant through Chief and will be highly polished at all times.
5. Authorized equipment for the Duty belt: Holster and firearm, magazine pouch, handcuff case, ASP, rechargeable metal flashlight, O.C. spray, hobble restraint, disposable glove pouch, radio pouch, TASER and holster.
 - a. Uniformed officers in the Patrol Operations Division, personnel assigned to the Investigations Division conducting enforcement operations, or other personnel in a uniformed enforcement assignment are required to wear at least two of the department approved less-lethal options on their person while on duty:
 - ASP
 - O.C. spray
 - TASER and holster
6. ALL leather gear will be maintained in good condition, free of any deep scratches or gouges that reveal the natural leather color and will be highly polished at all times.

M. Cold Weather Apparel

1. Scarves, earmuffs, and gloves must be black in color. Scarves can be no more than 36" in length.
2. Personnel have the option of wearing a turtleneck / dickey with full or mock collar with the Class B uniform long-sleeve shirt in lieu of a tie.
 - a. The turtleneck shirt will be Navy Blue or White to match the uniform shirt.
 - b. See the current Authorized Uniform Information Sheet for approved turtleneck / dickey manufacturers and models.
 - c. Officers through Chief will have "DPD" in ½" letters embroidered on the left side of the turtleneck. Embroidery will be White for Officers and #1024 Gold for Sergeant through Chief.
3. "Wooly Pully" type black wool sweaters may be worn as the outermost garment by all ranks provided that it has appropriate sleeve patches and embroidered badge on the left chest and embroidered name on the right chest.

N. Helmets

1. All members assigned to Motorcycle and Bicycle Patrol duties will wear the issued helmet.
2. During a riot, strike situation or any civil disturbance, ALL sworn personnel will have their issued Kevlar helmet with face shield available and wear it upon direction by a commanding officer or at the outset of overt violence.



O. Traffic Vest

1. Officers are required to carry their issued ANSI Standard 207-2006 High Visibility yellow traffic safety vest in the front cabin of their cruisers, so they are ready at hand when needed for use when working traffic assignments.
2. The vests or issued Nasco 80 Series rain jacket with the high visibility/reflective side facing outwards will be worn when working outside of their vehicles on I-75, US-35, and SR-4 on traffic assignments (excluding short term traffic stops).
3. Officers are also required to wear their traffic safety vests when working outside their vehicles directing traffic on any traffic post for any length of time on surface streets to help maintain high visibility.

P. Rank Insignia

4. Chief – Gold eagle
5. Assistant Chief – Silver oakleaf
6. Major – Gold oakleaf
7. Lieutenant – Single gold bar
8. Sergeant – Cloth blue, white and black triple chevron (3.5" wide x 4" tall) or gold triple chevron tab

III. SPECIAL AUTHORIZED INSIGNIA

A. Sworn personnel assigned specialized duties are authorized to wear their unit's distinctive insignia on their uniform. The insignia must be approved by the Director and Chief of Police. The insignia will be worn centered 1/8th inch above the nametag. The insignia will be worn on all uniforms, except for load bearing vests, polo-style shirts, police overcoats and raincoats. (See Illustration #3) These pins include, but are not limited to, SWAT, HNT, Bicycle Unit, Motorcycle Unit, and Crisis Intervention Team.

B. Memorial Pins

1. Crew number pins are authorized for personnel that worked in the Division at the time the crew number pin was authorized. This pin will be worn ½ - inch from the top and ½ - inch from the left edge on the left side of the right pocket flap on all uniforms, except police overcoats and raincoats. (See Illustration #3)
2. Badge pins are authorized for personnel that worked in the Department at the time the badge pin was authorized. This pin will be worn 1 inch from the top and 1 ½ inches from the left edge on the left side of the right pocket flap on all uniforms, except police overcoats and raincoats. (See Illustration #3)

C. Commendation rack awards

1. Awards issued by the Awards Board will be worn as prescribed in GO 1.02-6, Awards and Commendations and shown in Illustration #3.
2. Additional Awards will be worn in the commendation rack that is sized for 1 3/8" long by 3/8" high:
 - a. VPFT Award
 - b. FBI National Academy Award
 - c. Armed Forces

Sworn personnel that are currently serving in the armed forces or have been honorably discharged are authorized to wear a military designator on their Class A and Class B uniform shirt. The designator will consist of a 1-3/8" x 3/8" bar ribbon which will be worn in a commendation rack centered horizontally on the right pocket flap and 1/8th inch above the nameplate.

Personnel wearing the military designator will be required approval from their immediate supervisor via a DD214 or Military ID as proof of service. (See Illustration #3)



3. The commendation bar(s) will follow the following ranking system for wear, from shoulder to center of chest above the wearer's right pocket:
 - Optional American Flag (Blackinton A7140-J)
 - Presidential Public Safety Officer Medal of Valor
 - Medal of Valor
 - Blue Heart (Officer – Blackinton A10296-LS; Supervisor – Blackinton A10296)
 - FBI National Academy
 - Supervisor of the Year
 - Officer of the Year
 - Leadership (Blackinton A11540, Officer – Rhodium, Supervisor – Gold-tone)
 - Distinguished Service (Officer – Blackinton A10871LS; Supervisor – Blackinton A10871)
 - Armed Forces
 - Voluntary Physical Fitness Test

Personnel will utilize Blackinton as the primary supplier of pins and ribbons for the Department. However, due to unforeseen supply chain issues and/or the discontinuation of certain pins and ribbons in Blackinton's inventory, personnel are authorized to use a different supplier (i.e., Smith & Warren, Badge & Wallet, etc.) provided the color, style, insignia, and size of the pin or ribbon is identical as those listed in this order.

IV. MEDAL OF VALOR

Sworn personnel who have been awarded the Medal of Valor are authorized to wear the **RIBBON or BAR** with the shirt and blouse. The ribbon is **NOT** to be worn on the load bearing vest, polo-style shirt, raincoat, or outer coat.

- A. The RIBBON is to be worn in the commendation rack. (See illustration #3)
- B. The MEDAL, when worn on a Class "A" uniform is placed on the **LEFT** pocket, centered on the pocket flap, with the top of the ribbon 1/8th inch below the top of the flap and the blue end (old style) facing the center of the uniform.
 1. If the officer has been awarded the Blue Heart Award as well, the Medal of Valor will be worn underneath the Blue Heart Award. (The ribbon is **not** worn when the medal is in place.)

V. PUBLIC SAFETY OFFICER MEDAL OF VALOR AND RIBBON

The Public Safety Officer Medal of Valor is the highest national award for valor presented to a public safety officer. The Medal is awarded by the President or Vice President of the United States to public safety officers who are cited by the U.S. Attorney General following the recommendations by the Medal of Valor Review Board. In order to be nominated, public safety officers must have exhibited exceptional courage, extraordinary decisiveness and presence of mind, and unusual swiftness of action, regardless of their own personal safety, in an attempt to save or protect human life. Their actions must be considered to be above and beyond the call of duty.

- A. Sworn personnel that have been awarded the Public Safety Officer Medal of Valor Ribbon are authorized to wear the issued ribbon. The RIBBON is to be worn 1/8th inch above the commendation rack above the RIGHT pocket, centered on the pocket flap of their Class A or B uniform shirts.
- B. The Public Safety Officer Medal will be worn around the neck. (The ribbon is not worn when the medal is in place.)

VI. BLUE HEART AWARD

Sworn personnel who have been awarded the Blue Heart Award are authorized to wear the **RIBBON or BAR** with the shirt and blouse. The ribbon is **NOT** to be worn on the load bearing vest, polo-style shirts, raincoat or outer coat.

- A. The RIBBON is to be worn in the commendation rack. (See illustration #3)



- B. The MEDAL, when worn on a Class "A" uniform is placed on the **LEFT** pocket, centered on the pocket flap, with the top of the ribbon 1/8- inch below the top of the flap. If the officer has been awarded the Medal of Valor as well, the Blue Heart Award will be worn above the Medal of Valor. (The ribbon is **not** worn when the medal is in place.)

VI. RESTRICTIONS

- A. Necklace - **NOT** exposed in any fashion.
- B. Earrings - No gauged earrings are permitted. Females may wear conservative, clip-on or pierced earrings. The earrings will not be larger than 1/2" in diameter and extend no further than 1/4" below the ear lobe. There will be **NO more** than 2 earrings worn per ear. Males **NOT** in uniform may wear one pierced stud-type earring in either earlobe that is not larger than 1/2" in diameter.
- C. Rings - **NO more** than a combined total of three rings on **both** hands.
- D. Body Piercings – No body piercing can be worn where they will be visible to the public.
- E. Fingernails – Nail polish must be of one solid conservative color that does not detract from the uniform. Two-tone nail color is not permitted; however white-tip French manicures are authorized. Nail colors shall be free of designs and unnatural adornments. The polish must not be chipped or appear unkempt. The fingernails will not be extravagant or draw undue attention. Fingernail length and style must not interfere with the use and operation of issued equipment.
- F. Tattoos – Any visible tattoo that is deemed offensive, profane, or objectionable shall be covered while in uniform or performing any police related duty or function. Neck tattoos or tattoos on the back of the head must not be visible from the front and must be capable of being covered. All tattoos meeting the above criteria will be examined for approval on a case-by-case basis. Facial tattoos are prohibited on all sworn officers. The Chief of Police or their designee is the final authority for determining if a visible tattoo is offensive, profane, or objectionable.

PART TWO – PROFESSIONAL STAFF EMPLOYEES AND SWORN EMPLOYEES ASSIGNED IN PLAINCLOTHES

I. FEMALE EMPLOYEES

A. Plainclothes Dress – General Provisions

Sworn personnel assigned to duties, which do not require the wearing of the uniform of the day, shall wear appropriate plainclothes attire or Business Casual as defined in Section E below if approved by the officer's Division Commander. Business Casual is not appropriate for public appearances and/or formal presentations. At all times, the attire should be in good repair and demonstrate a high level of professional standard.

1. Female sworn personnel shall be dressed in business attire of a suit consisting of:
 - a. A jacket over a dress.
 - b. A jacket and skirt with a blouse / sweater.
 - c. A jacket and pants with a blouse / sweater.
2. Sworn plainclothes personnel on assignment within a building may remove their jacket.
3. If this apparel is inconsistent with the nature of the assignment (i.e., Property Room personnel, Special Investigations Bureau, etc.), the exception must be approved by the appropriate Division Commander.
4. If wearing a firearm in plain view, the badge / identification must also be displayed in plain view. The service weapon shall be concealed at all times when in a public place other than a police facility.

B. Court Appearances



1. All plainclothes sworn personnel appearing in court shall be dressed as stated above or they may wear the uniform of the day. If the court appearance is only a pre-trial conference, Business Casual as defined in Section E below is acceptable.
 - Specialized uniforms will not be permitted unless that officer is on duty in that uniform at the time (specialized uniforms appropriate for court must have uniform pants and a uniform shirt (BDU, Class B, etc.) – no t-shirts are permitted). All other personnel that leave training to go to court will be dressed in appropriate court attire.
2. The Court Detail Sergeant is responsible for enforcing the dress code and taking proper action when violations occur.

C. Restricted Attire

1. No dresses or skirts higher than three inches above the top of the kneecap WHEN STANDING. No shorts of any type.
2. No transparent, "see-through" or "cut-out" outer garments which make undergarments visible underneath.
3. No strapless or off the shoulder garments worn alone as the outer garment.
4. No outer garments worn alone, more than three inches below the neck in the back. The front neckline should not be so low as to expose cleavage or other portions of the breasts WHEN STANDING. Outer garments that expose any part of the flesh between the appropriate neckline and mid-thigh are also prohibited.

Example: Backless dresses, halters, midriffs, skirts with splits higher than mid-thigh.

5. No blue-jean or denim material clothing, professional staff personnel may wear coordinated blue-jean or denim outfits that are not faded or fringed in any way.
6. No tight-fitting leggings will be worn alone as dress pants.

D. Academy Attire

1. Sworn Personnel – Court attire, Business Casual or Class B uniform of the day (**Body armor does not have to be worn for classroom assignment but must be worn on the indoor and outdoor firearms ranges during live fire exercises at all times regardless of uniform**).
2. If a unit's uniform of the day does not fit these guidelines and that employee is attending academy for less than a full duty day, they may wear their unit's uniform of the day (i.e., plainclothes assignments).
3. Additional modifications to this dress code due to specialized training or unusual conditions at the Academy will be addressed from the Academy staff via e-mail or in the course description.

E. Business Casual

This attire will consist of casual trousers (no jeans or cargo pants) and casual shoes (no athletic shoes) and a blouse, polo type or dress shirt. Professional staff employees may also wear this attire. At all times, the attire should be in good repair and demonstrate a high level of professional standard.

II. MALE EMPLOYEES

A. Plainclothes Dress – General Provisions

Sworn personnel assigned to duties, which do not require the wearing of the uniform of the day, shall wear appropriate plainclothes attire.

1. Male sworn personnel shall be dressed in business attire of a suit or sport coat, pants, dress shirt and a necktie or Business Casual as defined in Section D below if approved by the officer's Division



Commander. Business Casual is not appropriate for public appearances and/or formal presentations. At all times, the attire should be in good repair and demonstrate a high level of professional standard.

2. Sworn plainclothes personnel on assignment within a building may remove their jacket.
3. If this apparel is inconsistent with the nature of the assignment (i.e., Property Room personnel, Special Investigations Bureau, etc.), the exception must be approved by the Division Commander.
4. If wearing a firearm in plain view, the badge / identification must also be displayed in plain view. The service weapon shall be concealed at all times when in a public place other than a police facility.

B. Court Appearances

1. All plainclothes sworn personnel appearing in court shall be dressed as stated above or they may wear the uniform of the day. If the court appearance is only a pre-trial conference, Business Casual as defined in Section E below is acceptable.
 - Specialized uniforms will not be permitted unless that officer is on duty in that uniform at the time (specialized uniforms appropriate for court must have a uniform pants and a uniform shirt (BDU, Class B, etc.) – no t-shirts are permitted). All other personnel that leave training to go to court will be dressed in appropriate court attire.
2. The Court Detail Sergeant is responsible for enforcing the dress code and taking proper action when violations occur.

C. Academy Attire

1. Sworn Personnel – Court attire, Business Casual or Class B uniform of the day (**Body armor does not have to be worn for classroom assignment but must be worn on the indoor and outdoor firearms ranges during live fire exercises at all times regardless of uniform**).
2. If a unit's uniform of the day does not fit these guidelines and that employee is attending academy for less than a full duty day, they may wear their unit's uniform of the day (i.e., plainclothes assignments).
3. Additional modifications to this dress code due to specialized training or unusual conditions at the Academy will be addressed from the Academy staff via e-mail or in the course description.

D. Business Casual

1. This attire will consist of casual trousers (no jeans or cargo pants) and casual shoes (no athletic shoes) and a polo type or dress shirt with or without a tie. Professional staff male employees may also wear this attire or a shirt and tie with no sports coat or jacket. At all times, the attire should be in good repair and demonstrate a high level of professionalism.

PART THREE – POLICE EMPLOYEE IDENTIFICATION BADGES

Identification badges are considered a part of one's attire when not in uniform and on-duty. Identification badges are laminated in plastic and equipped with a plastic strap and metal clip to affix the badge to clothing or a neck lanyard may be worn. These badges bear an employee's **PICTURE, NAME, RANK, PHYSICAL DESCRIPTION, BADGE NUMBER, and SIGNATURE**. The Chief of Police also countersigns the identification badge.

PART FOUR – HAIR STANDARDS

Every member of the Department should voluntarily participate in good grooming practices that will create and maintain a highly respectable image for themselves, their fellow members, and the police profession. Hair should be neat, clean, and trimmed to present a well-groomed appearance. Division Commanders will determine if a hair style or other grooming standards are in compliance with the policy. No employee is exempt from these guidelines unless specifically granted exemption by the Director and Chief of Police.

Many hairstyles are acceptable as long as they meet the following criteria:



I. MALE EMPLOYEES

- A. Hair length, bulk and style will not be excessive or present an unkempt or extreme appearance. In all cases, the bulk and/or length of the hair will not interfere with the wearing of the uniform cap, headgear, gas mask, or other safety equipment. The color must be a natural color and the style will not be extravagant or draw undue attention.
- B. Hair will be tapered and not exceed 1-1/4 inches in bulk, regardless of length.
- C. Hair on the sides of the head may touch, but not cover, any portion of the outside surface of the ear.
- D. The hair will be maintained at least one inch above the eyebrows, and not visible with any headgear.
- E. When the employee stands, his hair will not touch the collar, except for closely cut hair at the back of the neck. A so-called "block-cut" (fullness) in the back is permitted in moderate degree.
- F. Sideburns will be kept neatly trimmed and will not extend beyond the lowest part of the ear. They will end with a clean-shaven horizontal line. The bottom of the sideburn will not exceed the width of the main portion of the sideburn by more than 1/4".
- G. Mustaches will be kept clean and neatly trimmed. The mustache may extend downward onto the upper lip but no more than half of the upper lip will be covered by the mustache. The mustache will not extend beyond the corners of the mouth more than 1/2", nor extend downward on the sides lower than a line parallel to the bottom of the lower lip. Turned-up mustaches are not permitted.
- H. Braids and ponytails are not permitted.
 - 1. Personnel may wear a short, neatly trimmed beard or traditional goatee, not to exceed 1/4" in length / thickness (*Special designs, custom trims, or other styles cut into or using facial hair is prohibited*). Beards and goatees may not be worn more than 1/2" below the jaw line, nor will they protrude down the neck. Goatees cannot extend beyond 1/2 inch from the corner of the mouth and cannot be flared out towards the bottom of the chin. See the current Authorized Uniform Information sheet for examples of acceptable goatees. Officers who elect to have a beard or goatee should ensure their gas masks or similar equipment can properly seal to prevent exposure. While in the Academy, Recruits will be clean shaven.
 - 2. During instances where a Class A uniform has to be worn for a funeral or special event, the Chief of Police or designee can require everyone to be clean shaven.

II. FEMALE EMPLOYEES ASSIGNED IN UNIFORM

- A. Hair will be kept styled to present a professional appearance. The color will be a natural color and the hairstyle must be such that it is not extravagant or draw undue attention.
- B. Hair will not exceed 2 inches in bulk, regardless of length.
- C. When the employee stands, her hair will not touch or extend below the top of the shirt collar. She will wear her hair in an upward sweep or bun, so that the hair does not touch the collar unless it is cut close to the back of the neck.
- D. The hair will be at least one inch above the eyebrows, and not visible when wearing headgear. In all cases, when wearing police headgear, the bulk, length, and style of hair will not interfere with the proper wearing of uniform cap, headgear, gas mask, or other safety equipment.
- E. When in uniform, hair clasps or barrettes will correspond with hair color.
- F. Hair on the side of the head will be worn so that it does not affect the individual's peripheral vision.
- G. Braids and ponytails are not permitted unless they form a bun. Pigtails are not permitted.



III. WORKING UNDERCOVER ASSIGNMENTS

Individuals working undercover may deviate, when warranted, from the hair and clothing standards contained within this order. The Division Commander of the employee's unit will give permission for deviation. The employee's supervisor will control the extent of deviation. A uniform will not be worn, on regular or special duty, until the hair again complies with the standards.

PART FIVE – BODY ARMOR

I. WEARING OF THE PERSONAL BODY ARMOR

Each officer and supervisor assigned in uniform to the Patrol Operations Division, personnel assigned to the Investigations Division conducting enforcement operations, or other personnel in a uniformed enforcement assignment (e.g., overtime), will be required to wear their issued body armor.

- A. Exceptions to wearing body armor would be special assignments or situations where the presence of a vest might compromise an undercover officer's identity.
- Detectives who are issued the Undercover Level IIA vest will utilize this vest while on non-enforcement actions such as; surveillance details, C.I. contacts, and citizen contacts while still in undercover capacity. This is not an all-inclusive list. The exception to wearing body armor listed in part I.A. of General Order 1.02 section V still applies to detectives engaged in undercover operations where the presence of any vest might compromise the undercover officer's identity.
 - The Level IIA vest will not take the place of wearing the Level IIIA vest during enforcement actions such as search warrants, buy-busts and rescue team backup for undercover operations.
- B. Other sworn personnel not assigned a cruiser will ensure that their protective vest is immediately available in the event of an emergency.
- C. All personnel that are qualifying or any other non-departmental or professional staff personnel that are on any of the firearms ranges during a qualification or training session are required to wear body armor anytime live fire exercises are being conducted.
- D. Load Bearing Vests: The only exterior, overt carrier model authorized to be worn:

Survival Armor Front Opening RAID MOLLE <https://survivalarmor.com/products/front-opening-raid-MOLLE-2/>

1. The following Dayton-specific modifications must be made to the LBV by the manufacturer or vendor:

a. Back of carrier:

- 1) A total Velcro area on the upper back to measure 6"Hx12"W.
- 2) 2 rows of MOLLE on the lower/bottom back.
- 3) A 2" Velcro strip on the inside of the back drag handle in order to hold the drag handle flush with the back of the vest but allow fingers to then access it to fully extend it.

b. Side of carrier

- 1) MOLLE on both sides.

c. Front of carrier

- 1) Full MOLLE – no sewn-on pouches

2. All personnel will wear LBV in black fabric.

3. The following identification will be worn on the LBV:



- a. Identification patches will be of "heat fused" fabrication with a hook / loop backing. Lettering will be silver for officers and gold for sergeants and above.
 - b. Issued metal badge will be worn on the badge tab on the left chest.
 - c. Officers name tape will be placed on the right chest.
 - d. An identification patch measuring 2"Hx4 1/2"W with "DAYTON POLICE" spelled out in 3/4 inch letters in two lines of text will be worn on the left chest under the badge.
 - e. An identification patch measuring 6"Hx12"W with "DAYTON POLICE" spelled out in 2-inch letters in two lines of text will be worn on the back.
4. Authorized equipment for the LBV:
- a. ASP and holder
 - b. Flashlight and holder
 - c. Handcuff cases
 - d. OC Spray
 - e. Hobble restraint
 - f. Disposable glove pouch
 - g. Radio pouch
 - h. Taser and holster
 - i. Tourniquet and holder
5. Equipment pouches will be constructed of black-colored material. Equipment pouches worn on the LBV are to be attached to the vest with MOLLE attachment systems.
- Officers wearing the LBV must wear their duty holster and two (2) pistol magazine pouches on their duty belt. At the discretion of the officer, an additional double magazine pouch with retention and two (2) spare loaded magazines may be mounted on the LBV.
 - Only Taser holsters authorized by the Range staff may be used to attach the Taser to the LBV. Taser will be worn in a cross-draw position to prevent confusion with duty firearms.
 - Quick-release MOLLE attachments are authorized if approved by the Range staff.
 - No modified pouches or attaching pouches with cord, zip-ties, or similar is authorized.
 - Knives will not be visibly attached to the LBV.

II. CARE OF BODY ARMOR

Each officer will strictly follow the manufacturer's instructions regarding care, maintenance, and cleaning of the body armor, understanding that improper care will seriously impair the ballistic qualities. Hand washing with mild detergent is generally recommended. Resulting **damage from improper care or loss will be the officer's responsibility**. Any damage or loss to this property will be reported immediately to a supervisor.

III. INSPECTIONS

The Academy Supervisor and/or designees will inspect the body armor annually for fit and any signs of wear or



damage.

IV. ADDITIONAL BODY ARMOR

The Training Academy will maintain a sufficient quantity of body armor for temporary issuance to officers assigned to operational duties as required.

PART SIX – LOST / DAMAGED EQUIPMENT

When an employee is found liable for reimbursing the City of Dayton for lost / damaged city property (See R.O.C. 3.8), that employee will be required to submit a check made payable to the City of Dayton **and a special report** to their Division Commander within thirty (30) calendar days of a Finding of Guilty. The Division Commander will forward both to the Fiscal Management Supervisor.

The special report will contain a brief synopsis of the property being reimbursed and will contain the following:

“Check # _____ is attached for the reimbursement of (reason for reimbursement) in accordance with the findings issued in case # _____”.

The check must be made out to the City of Dayton and “Police Department” will be written in the memo section.

PART SEVEN – AMERICANS WITH DISABILITIES ACT GUIDANCE FOR EMPLOYEE STANDARDS

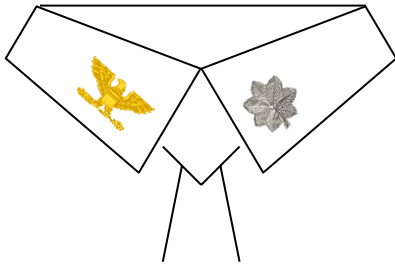
All Dayton Police personnel who have requested and been granted written ADA (Americans with Disabilities Act) exemptions from any police policy through the Department of Human Resources shall be aware that:

- A. The employee should contact the Administrative Aide to the Deputy Director to verify a copy of the exemption is in the employee’s medical file
 1. Immediate supervisors of an employee are prohibited from having the exemption paperwork but will verify the exemption is still valid by contacting the Administrative Aide.
- B. No further Employee Medical Certification S-69-A forms will be required except at the specific request of the Department of Human Resources.

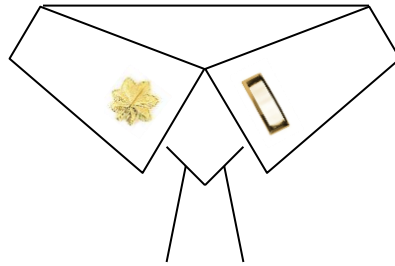


PART EIGHT – ILLUSTRATIONS

Illustration #1



Chief / Assistant Chief
(Gold) / (Silver)

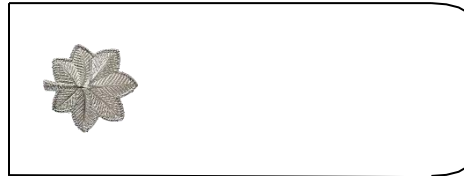


Major / Lieutenant
(Gold) / (Gold)

Illustration #2



Chief (Gold)



Assistant Chief (Silver)



Major (Gold)



Lieutenant (Gold)



Sergeant (Gold) – Outer Coats Only



Illustration #3

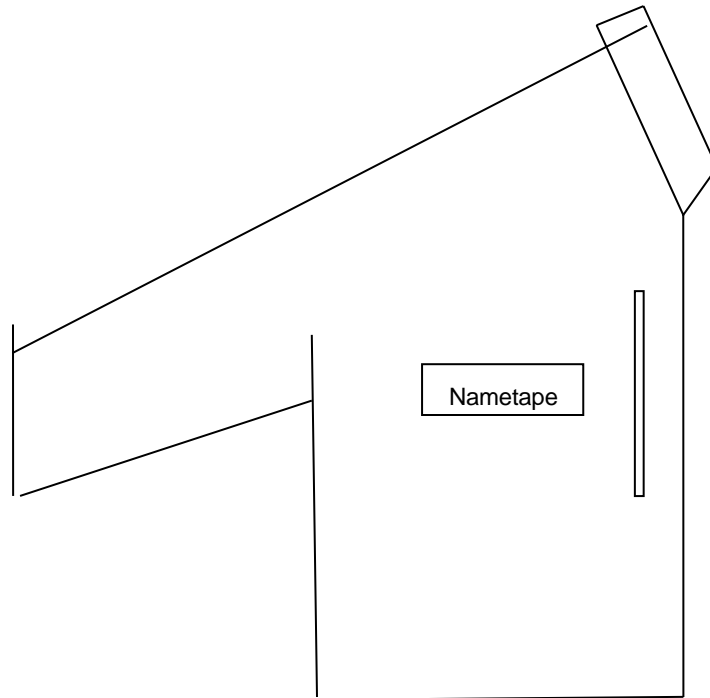


Illustration #4



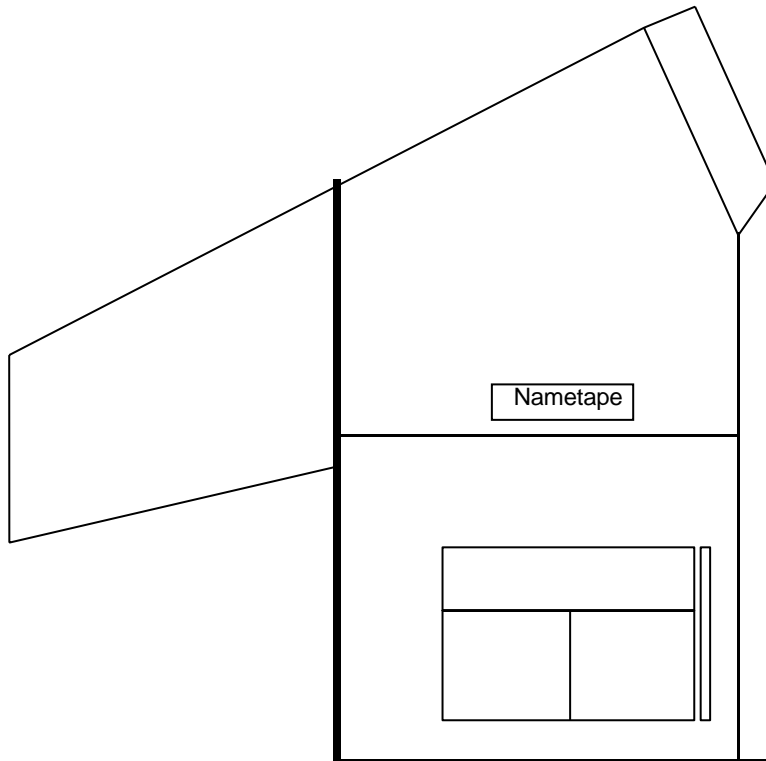


Illustration #5



Centered in line with vertical zip pocket

Illustration #6



Centered 1-1/4" above ventilation flap