



GENERAL ORDER

DURHAM POLICE DEPARTMENT
DURHAM, NC

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DEPARTMENT DRESS CODE

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INTRODUCTION

Uniformity and standards of attire increase the recognition of agency personnel, convey the professionalism of department members, and assist in mitigating safety concerns for officers.

PERSONAL APPEARANCE FOR ALL MEMBERS

All members of the Department shall abide by dress codes set forth within City policy [HRM 701 – Proper Dress](#). All members will dress appropriately in uniform, business, or business casual attire as required by their job function. Supervisors have the authority to enforce a dress code according to the requirements of the job function in their specific area of responsibility in accordance with department directives and have the authority to determine inappropriate dress.

Clothing and accessories will be clean, neat, and in keeping with the professional image of the Department. Unconventional hairstyles which may cause distraction and question the professionalism of the wearer are not permitted, to include hair dye of color not naturally occurring in human hair. The determination of whether a particular hairstyle is appropriate or not will rest with the member's commanding officer or higher authority.

Officers on special assignment, where their dress and hairstyle must be conducive to the nature of their assignment and clientele are exempt from this policy for the duration of the assignment.

All members who attend court or other governmental functions must wear professional business attire or the class B uniform. Members attending training classes will wear either their class D uniform or business casual attire, however jeans are prohibited unless approved for the training.

PERSONAL APPEARANCE FOR UNIFORMED PERSONNEL

Uniformed personnel grooming standards and hairstyles must meet the following conditions in addition to those applicable to all members:

All uniformed personnel:

The hairstyle must be conventional in cut, such that when the uniform hat is worn hair does not protrude outward beyond the base of the hat giving the appearance that the hat is too small or fits improperly.

Fingernails must not interfere with the firing of the sidearm or the performance of duty.

Males

Hair on top of the head shall be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged or extreme appearance. Hair, when combed, may cover no more than the top half of the ears and may extend down to the shirt collar, but shall not cover any part of the shirt collar. In all cases, the bulk or length of the hair will not interfere with the normal wear of the uniform hat.

Sideburns (worn without a beard) shall not extend below the earlobe and shall at no point be more than 1-1/2 inches wide. Side burns shall not exceed 1/2 inch in bulk, shall not flare, and shall be trimmed horizontally across the bottom. Edges must be clearly defined.

Mustaches shall be neatly trimmed and shall not exceed more than one half inch beyond the corners of the mouth or extend more than 1/4 inch below the corners of the mouth. Mustaches shall not cover any part of the upper lip.

Sworn and non-sworn personnel are permitted to wear a goatee or beard that is maintained at a length and pattern so as not to detract from the officer's professional appearance. Permission to wear beards, mustaches, and goatees may be withdrawn by the Chief of Police, at any time. Facial hair shall be neat, trimmed and maintained at a length not to exceed 1/2 inch. Beards must be trimmed above and below and shall not be permitted below the Adam's apple on the neck. In the event of a civil emergency or standby status where there is a possibility of gas deployment officers will, at the Incident Commander's discretion, report clean shaven. Officers will report clean shaven for annual fit testing.

Sworn personnel working in undercover assignments, or specialized assignments requiring facial hair not otherwise authorized by this policy, shall be exempt from these restrictions at the discretion of the Division Commander, and the Chief of Police. However, edges must be clearly defined. Hair, beard and/or mustache will not give the appearance of being ragged, unkempt, or extreme in appearance and must permit the proper wearing of a hat.

Females

Hair may not fall below the bottom of the shirt collar.

Jewelry

The following items only are authorized:

- One (1) wristwatch;
- Two (2) finger rings of choice;
- Medical identification bracelet/necklace.

In addition to the above, uniformed female officers are authorized to wear **one (1) pair** of post type earrings that do not extend beyond the earlobe. **Jewelry for piercings will be worn only in the earlobe.** Male officers working in an undercover capacity and at the discretion of their commanders may wear earrings.

TATTOOS, BRANDING, BODY ART, AND BODY PIERCING/MODIFICATIONS

Except as provided below, all on-duty officers, and those working secondary employment, are prohibited from displaying any:

- Tattoos, body art or branding which is profane; depicts violence or harm; is sexually explicit or which portrays nudity; indicates an affiliation with a criminal street gang or any hate group, organization or association; would reasonably be considered prejudicial to a particular race, sex, gender, sexual orientation, religion, or national origin; covers hands/fingers, or neck; or appears on the face, ears or scalp;
- Body piercing or modification to the chin, tongue, lip, nose, eyebrow, or a deliberate stretching or expansion (“gauging”) of a pierced ear lobe; or
- Dental ornamentation

The following are exceptions to the prohibitions listed above: medical modifications for health or reconstructive purposes; permanent conventional cosmetic makeup; and officers working in an undercover capacity whose supervisor has authorized an exemption.

Officers with tattoos, body art, or branding that is prohibited by this policy shall cover the area with a Department-approved uniform or by wearing a skin patch or sleeve that covers the tattoos, body art, or branding. A skin patch or sleeve is any patch or sleeve that is of an unadorned black or neutral/skin tone color.

If an officer disagrees with the initial management evaluation of a tattoo, body art, branding, piercing or body modification, the employee may follow the procedures listed in General Order [2011 Dispute Procedures](#).

GUIDELINES FOR UNIFORM AND EQUIPMENT

Officers shall not wear or use any uniform or equipment that does not conform to Departmental policy. Uniforms approved for a specific unit or position shall be worn only by current officers. All equipment shall be worn, carried and/or used only as issued and authorized by the Department, and no changes, alterations, modifications or substitutions shall be made to said equipment unless approved by the Chief of Police. Maintenance and cleaning of all issued uniforms and equipment is the responsibility of each officer. All clothing and equipment purchased by the Department and issued to officers will only be worn for official purposes. Additionally, any approved non-issued equipment or apparel must be clean and in good repair.

The Durham Police Department (DPD) does not provide a clothing allowance for non-sworn personnel except for those units whose job duties require special clothing outside of everyday dress.

When specifying the type of uniform to be worn, the following uniform classification will be used:

Class A

The class A uniform is the dress uniform for select meetings and ceremonial events. Long sleeve uniform shirt and tie will be worn as well as the Department issued uniform hat with the solid band in place. Captains and above will wear white uniform shirts. Lieutenants and above will wear a long jacket, if one has been issued. If a long jacket has not been issued, then they will wear the long sleeve uniform shirt, tie and uniform hat.

Class B

The class B uniform consists of the standard patrol uniform, short and long sleeve, and may also be referred to as the “uniform of the day”. Officers shall have the option of wearing the issued external vest carrier with the issued performance style shirt or wearing the classic patrol shirt with the body armor concealed. Officers providing on-camera interviews will be expected to wear the class B uniform unless the Chief of Police directs otherwise. Any officer attending community events or public meetings will wear the class B uniform, unless their supervisor or chain of command has specified otherwise.

Class C

The class C uniform consists of non-traditional style uniform issued to officers whose assignment requires a specific uniform, such as Canine, Motor Unit, Bicycle Patrol or Selective Enforcement Team officers.

Class D

If the function of the unit does not require an officer to wear the patrol uniform, the division commander may designate a class D for the unit. The class D uniform consists of khaki or tactical style pants and a polo or button down shirt in an approved color with an approved department design (as stated in the [Approved Apparel](#) attachment). It will be consistent for all officers of the unit and is subject to approval by the Bureau Commander.

The Chief of Police may identify which uniform classification will be worn or modify the class B uniform via memoranda if needed.

ISSUED EQUIPMENT FOR POLICE OFFICERS

Standard Department uniform items will be purchased directly by the officer from the Galls online store (<http://durhampdnc.galls.com/>) Every July 1st, officers will be issued a dollar amount based upon their duty assignment. Any unused portion will be forfeited on the following May 15th. Recruits will be sized by Supply and Supply will place all orders for recruit packages. Reissues of existing uniforms will continue to be made by Supply if any item has suffered excessive wear or irreparable damage due to normal everyday use. Reissues require worn or damaged items to be turned into Supply and are contingent upon item availability. Uniforms may be turned into Supply without receiving a reissuance and the item will be removed from the officer’s issuance log.

Optional uniform articles may be purchased by individual units or divisions and distributed to officers directly instead of utilizing the Supply Unit at the discretion of the division commander.

Some uniform items are not considered standard issue but may be purchased by officers and worn in accordance with approved standards (as stated in the [Approved Apparel](#) attachment).

PATROL UNIFORM

When an officer works in the capacity of a patrol officer, including secondary employment and as described in General Order 2030 [Courtesy Officer Program](#), the class B uniform with all issued equipment shall be worn based on the following guidelines (to include [Uniform Diagrams](#) attachment):

Issued Badges

Newly sworn members of the Department will be issued one (1) shirt badge and one (1) hat badge. Upon promotion, sworn members will be issued a new shirt badge and hat badge. Sworn members promoted to a new rank will be issued badges designated for their rank as follows:

- Deputy chief, assistant chief, and captain ranks will receive:
 - two (2) shirt badges, one (1) for the issued shirt and one (1) for the long jacket;
 - one (1) flat badge; and
 - one (1) hat badge.
- Lieutenant ranks will receive:
 - two (2) shirt badges: one (1) for the issued shirt and one (1) for the long jacket; and
 - one (1) hat badge.
- Sergeant, corporal, senior officer and patrol officer ranks will receive:
 - one (1) shirt badge for the issued shirt; and
 - one (1) hat badge

* Sworn personnel assigned to a plain clothes unit will be issued a flat badge, if desired, in addition to the shirt badge and hat badge.

Upon promotion, sworn officers will be allowed to maintain possession of either their previous rank's shirt badge or flat badge, whichever is applicable and/or preferred. Sworn officers that separate from the department through means other than retirement are required to return all shirt, hat, and flat badges previously issued. Sworn officers that resign in good standing (i.e. while not currently under investigation for violation(s) of policies and/or violation(s) of criminal law) and with a minimum of 10 years of continuous service with the DPD may submit, through their chain of command, a request for approval from the Chief of Police to keep their badges upon separation.

Sworn officers that retire in good standing after January 1, 2020 shall refer to General Order [2027 Departmental Retirement Procedures & Honors](#) for guidance on purchasing badge(s) from their previous rank(s).

Headgear

The issued uniform hat must always be available to the officer while on duty, but wearing the hat is optional for routine patrol operations. Officers must wear the uniform hat during inspections and when directed by memorandum. The hat visor should be approximately ½ inch above the eyes and worn such that the band establishes a straight line parallel to the ground.

The uniform hat will have a removable solid band that, when in place, constitutes the winter uniform hat. The open braided band constitutes the summer uniform hat. Except for the class A uniform, officers are permitted to select either the summer or winter hat based on appropriate climate conditions and their personal comfort.

Officers may individually purchase and wear an approved (see [Approved Apparel](#) attachment) baseball hat with their class B, C and D uniform. The baseball hat may only be worn while on-duty and must be worn with the bill of the cap facing forward and centered over the bridge of the nose. The bill of the cap should be level allowing for full view of the departmental patch and two fingers width above the brow line.

Officers may individually purchase and wear an approved (see [Approved Apparel](#) attachment) non-issued skull-cap based on appropriate climate conditions.

Shirt

Officers are permitted to select either the short-sleeved or long-sleeved uniform shirt based on appropriate climate conditions and their personal comfort.

Officers may be ordered to wear a long sleeve shirt in accordance with the above *Tattoos, Branding, Body Art and Body Piercings/Modifications* section.

When wearing the short-sleeve uniform shirt, an individually purchased undershirt may be worn. It must be white, navy blue or black with no logos or writing visible.

Assistant Chiefs and above have the option of wearing a white or blue uniform shirt. Captains may, at their discretion or the discretion of the Chief of Police, wear a white uniform shirt.

Tie

The department issued tie shall be worn with the class A and long-sleeve class B uniform shirt. The tie is not to be worn when wearing an external vest carrier. The tie clasp or pin issued by the Department will be worn whenever the tie is worn. The clasp or pin will be worn midway on the tie, even with the shirt pocket buttons.

Officers above the rank of sergeant are required to wear the uniform tie with their long-sleeve class B uniform. Officers, up to the rank of sergeant, may individually purchase an optional long-sleeved mock turtleneck or “dickey” to wear **only** with the class B long-sleeve shirt. Either of these two (2) items may be worn instead of the uniform tie and should be worn with the top button of the uniform shirt undone. The tie must be worn with the long-sleeve class B uniform shirt on off duty jobs, with the exceptions of city patrol function off duty jobs such as supplemental patrol. Both optional items must conform to standards in the [Approved Apparel](#) attachment.

Shirt Accessories

The issued badge will be attached to the shirt on the left side of the chest through the badge eyelets or through the shirt seam.

In addition to the issued badge, various accessories may be worn on the right side of the chest (see [Uniform Diagrams](#)). The nameplate must be worn. When worn without ribbons or a “Serving Since” pin it will be centered just above the top seam of the right pocket. If worn with ribbons and/or a “Serving Since” pin it will be worn just below the top seam of the right pocket.

Pins and Achievement Awards

Officers may display awards, pins or achievement ribbons with authorization. There are three (3) different groupings of pins. Unless otherwise noted in this general order, members who meet the requirements for each medal must complete the [Medals/Ribbon Verification & Approval Form](#) and submit it to the Personnel Services Division with a copy of the appropriate documentation. Once approved, The Personnel Services Division will return the approved form to the officer and include a copy in the member’s personnel file. Officers will not wear any ribbon or medal requiring authorization until after the form has been completed by the Personnel Services Division. The verification form depicts an image of each award and/or ribbon that may be purchased and worn. Officers will be required to provide the completed form upon supervisory request.

Specialized units or functions may elect to organize a mass purchase and distribution of the listed pins for applicable members. If the ribbons are distributed upon graduation or course completion, individual authorization forms are still required.

Officers may display either the United States flag pin or the accreditation pin without prior approval.

Group 1

A Group 1 pin signifies an affiliation with a professional law enforcement organization. Examples include the Police Benevolent Association pin, Fraternal Order of Police pin, Crisis Intervention Team pin, Motor pin and the accreditation pin. Only one (1) pin from this group may be displayed on the uniform shirt.

Group 2

A Group 2 ribbon depicts a current title of investigator or assignment/membership in a unit. Group 2 ribbons will only be worn by current members assigned to the unit and only one (1) ribbon may be worn on the shirt at any given time. Group 2 ribbons include Investigator, Canine Unit, Selective Enforcement Team, and BCERT.

Group 3

Group 3 ribbons recognize officers for awards or achievements earned or any ribbon created and distributed by the Office of the Chief of Police. Any ribbon that requires a current status or certification for eligibility must be removed from the uniform if the member is no longer eligible. The order of precedence is depicted in [Uniform Diagrams](#). Authorized department ribbons include:

Medal/Ribbon	Eligible Officers	Supporting Documentation Required
Medal of Valor Distinguished Service Medal Purple Heart Officer of the Year Community Service	Officers who have received any of these awards from the Department in accordance with GO 2018 <i>Awards & Commendations</i> .	The memo or other written documentation presented when the award was given.
Canine Unit Selective Enforcement Team BECERT	Current members of the specified unit.	No documentation is necessary. Employee Services will verify current membership with the unit supervisor.
Investigator	Current members who hold the title of investigator	No documentation is necessary.
Advanced Certification Intermediate Certificate	Officers who have the Advanced or Intermediate Law Enforcement Certificate from the North Carolina Criminal Justice Education & Training Commission (NCCJETC).	A copy of the officer's advanced or intermediate certificate.
FBI National Academy	Officer who graduated from the FBI National Academy.	Written documentation of successful completion of the Academy.
FBI-LEEDA Trilogy	Officers who have completed all three of the FBI-LEEDA executive leadership classes.	A copy of the awarded certificates for all three classes.
Police Executive Research Forum Ribbon (PERF)	Officers who have completed the Senior Management Institute for Police (SMIP)	A copy of the awarded certificate.
Northwestern University School of Police Staff and Command (SPSC)	Officers who have completed the SPSC program.	A copy of the awarded certificate.
Southern Police Institute Command Officers Development	Officers who have completed the Southern Police Institute Command Officers Development course.	A copy of the awarded certificate.
Southern Police Institute Administrative Officer	Officers who have completed the Southern Police Institute Administrative Officer course.	A copy of the awarded certificate.

Medal/Ribbon	Eligible Officers	Supporting Documentation Required
Veteran	Officer who served in the military on active duty and received an honorable discharge.	A copy of the officer's DD-214.
Education Achievement	Officers with a four-year undergraduate degree or other advanced degree from an accredited college or university.	A copy of the officer's degree or transcripts.
Police Training Officer	Officers who completed the Police Training Officer course and are actively involved in the training program.	No documentation required, Employee Services will verify both the completion of the class and active participation in the program with the PTO Coordinator.
Marksmanship	Officers who score a 100% on a daytime qualification course.	Memo from the Range-master certifying qualification.
Sharpshooter	Officers currently participating in the Patrol Sharpshooter Program.	Memo from the Range-master certifying successful completion of the patrol rifle program.
Bicycle Patrol	Officers who have successfully completed a bicycle patrol course offered by a community college, the NCCJETC, or the International Police Mountain Bike Association.	Certificate of course completion.
Motorcycle Unit	Officers who have successfully completed all Department mandated Police Motorcycle training courses.	Certificate of course completion.
Instructor	Members who hold a current General or Specialized Instructor certification from the NCCJETC.	A copy of a current General or Specialized Instructor certification.
Firearms Instructor	Officers who hold a current Firearms Instructor certification from NCCJETC.	A copy of a current Firearms Instructor certificate.
Honor Guard	Officers of the Honor Guard.	No documentation required. Employee Services will verify eligibility with the Honor Guard Team Leader
Police Shield	Officers who possess current speed detection certification through the NCCJETC or who possess a current Chemical Analyst certification through the North Carolina Department of Health and Human Services.	A copy of a current Chemical Analysis, Radar or Time-Distance certificate.
Drug Recognition	Officer certified in Drug Recognition.	A copy of a current Drug Recognition Officer certificate.
LGBTQ Pride	No Eligibility Necessary – Approved by Chief of Police	No supporting documentation required – can be obtained from the Executive Officer to the Chief of Police.

Trousers

Trousers will be hemmed so that the bottom of the front of the trouser leg rests on the top of the shoe without a break in the front crease. The rear of the trouser leg is to hang straight without a crease to a point one (1) inch above the heel welt.

Footwear

Footwear worn by officers while in uniform must be natural, patent, or synthetic leather, black in color, without a stamped design or ornamentation and with black laces and must be shined to a visible luster. Heel height will not exceed one (1) inch. Socks worn with the patrol uniform will be black or dark blue and without design.

Officers are required to purchase their own uniform footwear based on the above guidelines.

Winter Sweater

Officers may individually purchase an optional police sweater to wear only with the long-sleeve shirt and tie. The sweater must conform to the standards in the [Approved Apparel](#) attachment. Officers will wear the police badge and name bar on the sweater.

Winter Jacket

Wearing the department issued patrol jacket is optional. The nameplate and badge will be affixed to the jacket when the jacket is worn as the outer garment. The nameplate will be attached on the right side of the jacket, horizontally with the bottom of the badge. A Durham Police Department patch and chevrons, if applicable, will be attached to both sleeves of the jacket. Service (years) insignia will be affixed to the winter jacket with the lower edge of the service insignia three (3) inches from the end of and centered on the outside half of the left sleeve.

Officers are permitted to purchase and attach a body-worn camera holder in accordance with specification provided by the Information Technology Division. This attachment allows for more secure attachment of the camera.

Lightweight Nylon Jacket

The approved department issued lightweight jacket is worn at the officer's discretion. Shirt accessories are not authorized for wear on the nylon jacket.

Long Jacket

Officers with the rank of lieutenant and above and members of the honor guard are issued long jackets to be worn for ceremonial events and public appearances at the discretion of the Chief of Police. Except for the badge and name tag, shirt accessories are not authorized for wear on the long jacket.

Inclement Weather Gear

During inclement weather, overshoes and ice-grips are authorized for optional wear with footwear. Overshoes must be black in color and made of rubber or a synthetic material.

The wearing of an issued waterproof hat cover that is clear, black or an OSHA safety color is encouraged when conditions dictate.

Only the Department-issued raincoat is authorized for wear.

Leather Duty Belt /Gear and Nylon Duty Belt System.

The following items in their entirety are required of line officers below the rank of lieutenant:

Only the leather duty belt or nylon belt system issued by the Department is authorized.

The leather duty belt may be worn through the trouser belt loops or over the trouser belt at the officer's discretion. Black belt keepers, of the same type of material as the issued leather gear, one-half (1/2) to one (1) inch in width encompassing the leather duty belt, are optional when worn over the trouser belt. The trailing end of the leather duty belt should be short enough as not to interfere with other belt items.

The nylon belt system consists of a Velcro under belt and a nylon outer belt. The inner belt is worn through the trouser belt loops and the nylon outer belt is then secured to it. This system works in conjunction with issued outer vest carriers with MOLLE attachments.

Wearing of the following equipment is MANDATORY:

- The approved holster and weapon shall be positioned on the officer's dominant-hand side along the trouser seam.
- The issued handcuffs and case shall be worn in the area above the rear pocket on either side unless worn utilizing a MOLLE attachment on the issued external vest carrier.
- The two (2) issued semi-automatic magazines and case are to be worn opposite the handgun when carrying on the duty belt or in a MOLLE attachment on the issued external vest carrier.
- The issued expandable baton will be worn on the opposite side of the duty weapon when carrying on the duty belt or in a MOLLE attachment on the issued external vest carrier. Officers who have been issued a TASER energy weapon may elect not to wear the expandable baton.
- When issued the TASER energy weapon will be worn cross draw style on the non-dominant side.
- Only the issued leather duty belt buckle is authorized unless utilizing the nylon belt system. It is to be center aligned.

Placement of the following equipment is DISCRETIONARY:

- The radio & holder is required for all patrol line personnel and is optional for other personnel.
- The issued aerosol canister and carrier is to be worn by all Patrol Services Bureau line personnel unless they carry a TASER energy weapon. In this case, the officer may opt out of carrying the aerosol canister. The aerosol canister and carrier are optional for all others outside of patrol.
- A small flashlight, black in color, is permissible. The holder must be of the same type of material as the issued leather gear unless worn utilizing a MOLLE attachment on the issued external vest carrier.
- A flashlight ring or holder is permissible. The leather portion of the ring or holder must be of the same type of material as the issued leather gear.
- A latex glove carrier is permissible but must be of the same type of material as the issued leather gear.
- A second set of handcuffs with a case may be worn. These items are not issued by the Department; however, they must be the same color as the department-issued handcuffs.
- Cellphones may be worn on the belt, so long as the case is black in color.
- A Leatherman or similar multi-purpose tool.

An administrative version of the duty uniform is authorized for all officers working in an administrative capacity, regardless of rank. The standards previously outlined in this policy apply, except administrative officers have the option to remove the flashlight, handcuffs and case, aerosol weapon and carrier, TASER energy weapon and expandable baton.

At the discretion of the Chief of Police or their designee, mandatory/discretionary leather equipment may be modified for ceremonial events for the purpose of uniformity.

RANK DESIGNATION

Senior Officer – a gold chevron consisting of one (1) stripe and one (1) rocker
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Corporal – a gold chevron consisting of two (2) stripes

Sergeant – a gold chevron consisting of three (3) stripes and one (1) rocker

Lieutenant – a gold bar

Captain – Two (2) gold bars

Assistant Chief – Two (2) gold stars

Deputy Chief – Three (3) gold stars

Chief – Four (4) gold stars

Rank insignia will be worn on the shirt collar as outlined in the [Uniform Diagrams](#) attachment.

Chevron patches will be worn on the long-sleeve shirt and winter jacket only. The chevron is to be centered on both sleeves, three-quarters of an inch below and centered on the shoulder patch.

In addition to the rank designation on the collar, the winter jacket will have affixed the rank insignia on the shoulder loop, one inch from and parallel with the end seam of the shoulder loop.

YEARS OF SERVICE DESIGNATION

The total number of years of service as a sworn officer with the Durham Police Department and with any other law enforcement agency shall be added together to determine the number of years of service that the officer is eligible to display.

Years of service will be designated by service stripes (also known as “hash-marks”) for line officers through the rank of sergeant. Each “hash-mark” will represent three completed years of service as a law enforcement officer, minus any breaks in service.

Service stripes are only to be worn on the left sleeve of the long-sleeve shirt and winter jacket. The stripe will be affixed at an angle so that a vertical line will be created between the center of the stripe and the center of the shoulder epaulet. The lower edge of the stripe is to be one (1) inch above the cuff seam on the shirt or two and one-half (2 ½) inches above the bottom of the sleeve of the winter jacket.

Service stars will designate years of service for lieutenant and above. Each star will represent five (5) years of completed service as a law enforcement officer, minus any breaks in service.

Service stars are issued in strips of one (1), two (2), three (3) or four (4) stars and are to be worn on the winter jacket only. The strips are to be affixed horizontally, the single point of the star pointing up.

Stars are to be worn in the following sequence:

- 5-20 years - one (1) strip
- 25 years - one (1) strip of two (2) stars centered above one (1) strip of three (3).
- 30 years - one (1) strip of three (3) stars above another strip of three (3) stars.

The maximum number of stars to be worn is six (6).

GUIDELINES FOR SWORN PLAINCLOTHES APPAREL

Investigators may wear business casual attire, as defined. Should an investigator choose to wear business casual attire, they shall keep a set of appropriate business attire readily accessible at their office or in their department vehicle.

Male business attire consists of:

- Button up business shirt and tie.
- Pants to include suit pants, Dockers, chinos or khakis. Blue jeans or colored denim are prohibited. Studded belts and ornate belt buckles are prohibited.
- Sweater, sport coat or suit jacket is optional.
- Athletic shoes and tactical style boots are prohibited. Shoes will be neat and not show excessive wear.

Female business attire consists of:

- Blouse, knit, button up business shirt or sweater.
- Pants to include suit pants, Dockers, chinos or khakis. Blue jeans or colored denim are prohibited. Pant legs shall be no higher than the top of the ankle. Skirt or dress lengths will be no shorter than one (1) inch above the knee. Studded belts and ornate belt buckles are prohibited.
- Sweater or jacket is optional.
- Athletic shoes and tactical style boots are prohibited. Dress shoes with open toes and/or heels greater than two (2) inches will not be worn. Shoes will be neat and not show excessive wear.

Male business casual attire consists of:

- Button up shirt without a tie, sweater or a polo/golf shirt.
- Pants to include suit pants, Dockers, chinos or khakis, and dark blue denim.
- Athletic and hiking style footwear is prohibited.
- **Note:** Dark blue denim pants are prohibited Monday through Thursday between the hours of 0700 – 1700.

Female business casual attire consists of:

- Button up shirt, polo shirt, blouse or sweater.
- Pants to include suit pants, Dockers, chinos or khakis, and dark blue denim. Pant legs shall be no higher than the top of the ankle.
- Athletic and hiking style footwear is prohibited.
- **Note:** Dark blue denim pants are prohibited Monday through Thursday between the hours of 0700 – 1700.

Casual attire to include jeans, tactical pants, t-shirt, sweatshirts, athletic shoes or boots may be worn by investigators:

- Working in an undercover assignment or conducting surveillance operations upon approval of the division commander; and
- Conducting a search warrant or evidence search/review where clothing may be damaged.

SOFT BODY ARMOR (BULLET RESISTANT VEST):

When the Vest is to be Worn

All officers conducting operational activities who wear a uniform that identifies them as a sworn officer must always wear their vest while on duty. The vest shall be worn under the uniform shirt unless they have been issued an approved external vest carrier permission to wear an approved external vest carrier specifically designed to be worn over the uniform shirt. Officers wearing a uniform who are working administrative assignments are required to have their vest readily available in the event they need to respond to an operational assignment.

Officers working a secondary employment job must wear their vest for the duration of the job. If the secondary employment job requires the officer to be in plainclothes, then wearing the vest is optional.

All sworn officers assisting with the execution of a search warrant must wear a vest. Officers who work in a plain clothes capacity and are assisting in the execution of a search warrant may wear the vest on the outside of their clothing. All other officers must wear the vest under the uniform shirt unless they have received permission to wear an approved external vest carrier specifically designed to be worn over the uniform shirt.

When an officer is participating in a ceremonial event, wearing the vest is optional.

Maintenance and Care of Vests

All vests will be maintained and worn according to the manufacturer's maintenance and care instructions. Officers are required to report to the scheduled vest fitting date closest to their current vest's warranty expiration and bring their currently issued leather duty belt with them so they can be properly measured. **Upon issuance of a new vest, the officer's old vest (front and back panels along with any issued trauma plate) must be turned into the Training Division's Advanced Training Coordinator (hereinafter "ATC"). The officer's old vest will remain in possession of the Training Division for a period of 30 days in case there are any fitment issues discovered while the new vest is worn for duty.**

Officers will be financially responsible for vest fitting problems not reported within 30 days of issuance and for those that are due to non-medically induced weight variations.

If any signs of wear appear on the vest, it should be taken to the Training Division for inspection and possible replacement. In cases where the Kevlar insert appears worn or defective, the inner casing should be taken to the Training Division for inspection and possible replacement. Officers should not attempt to repair damaged vests themselves.

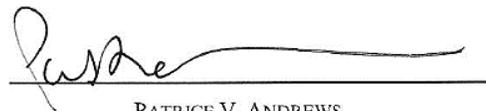
Personal Vest Purchases

The department provides an agency-specified vest in a choice of threat levels to all sworn personnel. Any Department officer may instead purchase and wear a personally owned vest. This vest must be maintained to the same standards as a Department-issued vest. This vest must also meet the following requirements:

- Be a Threat Level 2 or 3A type vest, as defined by the National Institute of Justice (NIJ).
- Be on the list of approved body armor maintained by the National Institute of Justice (NIJ) under their most recent standard.
- Have both front and rear ballistic panels.
- Have a full-wrap design for side protection.
- Have a dark blue, black, or white carrier.

- Have a soft trauma plate.

Officers who desire to wear a personally owned vest shall send notification in memo form to the Training Division's ATC. This memo shall include the officer's name, employee number, and the make, model, and type of vest requested. The ATC shall verify that the vest meets current department specifications before approving the vest purchase. Personally owned vests shall not be used for longer than the manufacturer's specified vest life period. This vest must be maintained to the same standards as a Department-issued vest.



PATRICE V. ANDREWS
CHIEF OF POLICE