

ELGIN POLICE DEPARTMENT POLICY MANUAL - PART 3



3/1.08.00 PERSONAL APPEARANCE

Members of the Department, while on duty, shall be neat and clean in their appearance in public, whether in or out of uniform. Nothing in this section is meant to contradict the Labor Code (Section 3, Subchapter C, Chapter 21) "Crown Act."

Department members shall not display any offensive tattoos, body art or branding. Members bearing offensive tattoos, body art or branding that is not concealed by the authorized uniform or plainclothes shall cover the display with either a black- or flesh-colored bandage or wrap when members are on duty or otherwise represent the Department (example: outside employment or court appearances). Tattoos, body art or branding of the face, neck, hands (excluding wedding band tattoos), and head are prohibited.

Tattoos, body art or brands that are considered offensive include but are not limited to those that could be considered racist, sexually suggestive or explicit or that undermine the City or Department values. The Chief of Police is the final authority on what content is considered offensive.

Wearing of gauges, body piercing of the face (other than ear lobes), head or mouth are prohibited. Intentional mutilation of the parts of the body including, but not limited to, tongue bifurcation (splitting), or foreign objects inserted under the skin to create a design, effect or pattern that would be visible when wearing the standard or specialized uniform are not authorized.

Exceptions to the Department's appearance standards shall be upon prior approval of the Chief of Police and apply only to those operational units where such deviation is essential to the successful completion of their special assignment.

MALE OFFICERS

On-duty male officers shall present a well-groomed appearance with neat, clean, and trimmed hair. Hair shall not extend one-half inch (1/2") below the top of the buttoned shirt collar while standing. Bangs shall be cut or styled so that hair will not interfere with vision. Hair on the sides of the head shall be combed so as not to cover more than one-half inch (1/2") of the outside portion of the ear. For the purposes of officer safety, hair styles will not impede the proper (according to manufacturer's specifications) wearing of departmental issued equipment. If members choose to color their hair, natural hair colors shall be used. No shaved designs.

Sideburns shall not extend past the middle of the ear, shall not be any wider than one inch (1") at the bottom and shall not be conspicuous in manner or styling.

Mustaches may be worn neat and trim but may not extend (a) down over the middle of the upper lip; (b) more than one-half inch (1/2") out past the corners of the mouth; or (c) more than one-quarter inch 1/4" below the corners of the mouth.

Beards shall comply with the following facial hair regulations. Shall be maintained at or below the cheekbone. Facial hair may be trimmed lower to allow for a neat and uniform appearance. Neatly groomed neckline above the Adam's apple and cleanly shaved below the groomed neckline. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) must not exceed one-half inch (1/2"). No portion of the beard may be exceptionally longer than the rest. Beards shall not be worn without a mustache.

Goatees shall comply with the following facial hair regulations. The bulk of the goatee (distance that the mass of facial hair protrudes from the skin of the face) must not exceed one-half inch (1/2"). The cheeks, jawline, and neck must be clean shaven. Goatees shall not be worn without a mustache.

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Approved Beard



Approved Goatee

Growth Time Allowed: Twice a year (the first week of May and November), employees shall have one week to demonstrate progress towards growing approved facial hair. At no time shall a member be in a perpetual state of attempting to grow facial hair. Abuse or noncompliance with this expectation shall result in progressive discipline and/or having this privilege removed.

The following are prohibited.

1. Facial hair that is uneven or displays patchy growth.
2. Facial hair that is in a perpetual state of growth.
3. Grooming, sculpting lines, or styling that results in an unnatural look.
4. Shaving any kind of design in facial hair/beards.
5. Unusual colors or ornaments displayed on facial hair while on duty.

Earrings and visible body piercing are not permitted for male officers.

FEMALE OFFICERS

Female officers shall present a well-groomed appearance with neat and clean hair. While in uniform, female officers' hair may not extend below the bottom line of the back yoke of the uniform shirt (or 3" below the bottom of the shirt collar while standing for shirts without a yoke). For the purposes of officer safety, hairstyles will only be worn in a single ponytail or bun style. Hairstyles will not impede the proper wearing of departmental issued equipment (according to manufacturer's specifications). Bangs shall be cut or styled so that hair will not interfere with vision. Hair clasps or barrettes may be worn but must be simple in design and color. If members choose to color their hair, natural hair colors shall be used. No shaved designs.

Female officers may wear facial makeup and fingernail polish that is subdued and moderate (no neon or bright colors) in tones and application. If fingernail polish is used, all fingernails will be of the same color, and no ornamentation or glitter over the fingernail color will be allowed. Nails will not be longer than one-eighth inch (1/8") from the tip of the finger. No more than one earring on each ear is allowed. Earrings will be a stud type with the stone or ornamentation not exceeding one-quarter inch (1/4") in diameter and must be worn flat to the earlobe. Hoop style earrings of any size will not be worn while in uniform.

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3/1.08.01 Exceptions and Changes

The Chief of Police is responsible for approving changes – as well as deviations from current policy to accommodate specialized units – to this policy.

Exceptions to the standards set forth in this regulation shall be upon prior approval of the Chief of Police and apply only to those operational units where such deviation is essential to the successful completion of their special assignment.

3/1.08.02 Officer Responsibilities Regarding Uniforms and Related Equipment

The uniforms assigned to officers when they are hired shall not be construed as becoming the personal property of the individual. Officers shall be responsible, however, for the care and maintenance of uniforms and related equipment that have been issued to them, with allowances to be made for normal wear and tear.

When officers are terminated, resign, or retire, they are obligated to return their entire uniform inventory as well as other items issued to them during the course of their employment with the Department. Other items shall be returned in a clean or orderly condition. If officers lose or misplace the uniform or other items, they will be responsible for replacing the same or the dollar value of the missing article will be deducted from their last payroll check.

3/1.08.03 SOFT and SPECIALIZED BODY ARMOR DEFINITIONS

- Soft Body Armor: Bullet-resistant ballistic vest of Department issue designed to be worn underneath the shirt or in an external vest carrier of commissioned personnel.
- Specialized Body Armor: When appropriate, the department may issue specialized body armor. Specialized body armor includes bullet resistant “raid” jackets or tactical armor. When police officers are wearing this type of armor, they will not be required to wear personal body armor. This section does not allow uniformed patrol officers to substitute specialized armor for their personal body armor.
- Heightened-Risk Operations: Police operations including but not limited to warrant service, prisoner transports, vehicle take-downs, mobile field force, sting operations, any situation where the detention or arrest of violators is likely, and any other police activity with heightened risk factors.
- Regular Duty: Conducting police patrol activity, answering calls for service or engaged in enforcement activities with likely contact with violators.
- Extra Duty Employment: The extension of police service while performing paid or unpaid work outside of normal Department employment.

The intention of this policy is to foster safe tactics and procedures for officers engaged in duty and to require officers to wear body armor during situations in which they have contact with the public, are readily identifiable as police officers, or are extending police services to the public.

It is the policy of the Elgin Police Department to provide agency-approved soft and tactical body armor vests to all commissioned personnel. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice. Soft body armor must be worn at all times by officers engaged in any of the following:

- Wearing the Department uniform / Unless Approved by Chief of Police
- Regular field duty
- Extra-duty employment or overtime assignments
- Regardless of uniform, during heightened-risk operations

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- Personnel engaged in covert operations may choose not to wear soft body armor if wearing it would compromise their mission and if they first obtain permission from their supervisor.
- Officers and cadets in training shall wear soft body armor at the discretion of their instructor.
- All officers, regardless of duty assignment, shall have their tactical and soft body armor immediately available at all times when on-duty.
- Sworn personnel assigned to specialized divisions and/or units who wear approved attire other than a uniform shall have body armor readily available while performing their respective duties.
- Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

Inspections of Tactical/Body Armor:

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
2. Annual inspections of body armor shall be conducted for fit, cleanliness, signs of damage, abuse and wear.

Care, Maintenance and Replacement of Body Armor:

- Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness and ensure proper care and fitting.
- As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
- Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.
- Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function.
- Tactical/Body armor will not be left in patrol vehicles when an officer is not on duty to minimize the heat damage to the armor.
- Tactical/Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

Training:

The training officer shall be responsible for:

- a. Monitoring technological advances in the body armor industry that may necessitate a change in tactical/body armor.
- b. Ensuring that all officers are trained on the proper care and wearing of both soft body armor and tactical body armor. This shall be accomplished during any new officers initial training and then annually during each officer's evaluation.

3/1.08.04 Uniforms

This Department maintains three general classes of uniform: Class A (Dress), Class B (Duty), and Special Unit. Modifications to Department uniforms may be made only by prior approval of the Chief of Police.

CLASS A (DRESS) UNIFORM

The Class A, dress uniform differs from the Class B, duty uniform in that:

1. Officers wear issued trousers and long-sleeved shirt (sleeves rolled down and buttoned) with Department-issued tie and issued tie clip.
2. Department issued medals or decorations.
3. Badge, metal name plate and collar insignias.
4. Department issued Class A duty belt and gear.
5. Black footwear meeting the following requirements:

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- a. Round toe lace-up boot capable of high gloss shine. Cowboy style boots with visible stitching creating designs is not allowed. Low quarter "patent leather" style shoes are not permitted.

The following items are not permitted with the Class A duty belt: Drop holster/Thigh rig, exposed tourniquet, radio holster, baton, OC, keys, taser, flashlight, cell phone. Nothing prohibits from having these items available, provided they are concealed. The Chief of Police or designee may alter or amend this list at any time.

CLASS B (DUTY) UNIFORM

The Class B, duty uniform of the Elgin Police Department shall consist of the following items:

1. Optional, Department-authorized hat.
2. Long-sleeved or short-sleeved shirt, Department issue:
 - a. If wearing a long-sleeved shirt (sleeves rolled down and buttoned), a black crew neck T-shirt, a black mock turtle-neck, or a tie with approved tie clip may be worn.
 - b. If wearing a short-sleeved shirt, a black short-sleeved crew neck t-shirt will be worn under the shirt.
 - c. T-shirts must be clean and not faded or dingy in color.
3. Jacket, Department issue worn at officer discretion
4. Rain gear, Department issue
5. Trousers, Department issue
6. Duty Belt that is black leather or nylon material only
7. Black footwear meeting the following requirements:
 - a. Black soles/heels that are not more than two inches (2") in height from the point of attachment to the shoe or boot. Boots will not have aggressive soles with large oversized lugs which may protrude outside the sole of the boot or sole patterns with aggressive logos (exceptions: K-9 and SWAT during their particular operations).
 - b. Shoes will be oxford/low quarter styles.
 - c. Fasteners must be black shoestrings or zippers.
 - d. Plain-toed with no decorative stitching, designs or perforations. The toe on laced footwear is defined as the area between the lacing portion to the shoe's front tip, with at least two inches (2") between bottom lace and tip of shoe.
 - e. Only black trademarks or low-profile, logos, or brand names are allowed on the side of the footwear.
 - f. Western style or cowboy boots are not authorized footwear.
8. Black socks if socks are exposed when standing or sitting.
9. Soft Body Armor – Department issued, required on patrol, special assignments or while wearing the department issued uniform.

SPECIAL EVENT UNIFORM

The Special Unit uniform of the Elgin Police Department shall consist of the following items:

1. Royal color poly/cotton short sleeved knit bike shirt as approved by the Department.
 - a. a black crew neck short-sleeved t-shirt may be worn under the shirt.
2. Black footwear meeting the same requirements as that worn with the Class B uniform in sections 7 and 8 may be worn with the issued trousers.
3. Only black low quarter footwear with black trademarks or low-profile logos or brand names on the side of the footwear may be worn with the shorts.
4. Only black no-show or ankle length socks may be worn with the shorts.
5. Black color poly/cotton trousers issued by the Department; **or**
6. Black color poly/cotton Department issued shorts.
7. Soft Body Armor – Department issued, required on patrol, special assignments or while wearing the department issued uniform.

NON-UNIFORMED ATTIRE AND EQUIPMENT - AUTHORIZED DRESS

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Unless otherwise directed, members of the Support Services Division and those assigned to light-duty are not required to wear the uniform as issued by the Department. Such members of the Department shall dress in accordance with one of the following options, as determined by the Chief of Police. Division Commanders have authority to restrict or allow any of the following, and approval for variance is also approved by the commander (for example, casual Friday). Such appropriate dress may be gender directed, and as follows:

- Business professional attire
 1. Male members shall dress in slacks, long sleeve dress shirt, suit jacket and necktie. Dress shoes and belt must match. When a necktie is worn, the top button must be buttoned.
 2. Female members shall wear dress slacks or dress skirts, appropriate or complimentary blouses, shirts, and/or business-style jackets. There is no requirement for neckwear.
- Professional attire
 1. Male members shall dress in slacks with a long sleeve dress shirt. Either a necktie or suit jacket is required. Dress shoes and belt must match. If necktie is not worn, all buttons will be buttoned except the necktie button. When a necktie is worn, the top button must be worn.
 2. Female members should wear dress slacks or dress skirts, appropriate or complimentary blouses or shirts.

Footwear shall be consistent with/and complement the dress of the officer. Tennis shoes are not allowed. Western style boots are allowed as long as they are in clean and polished condition.

EQUIPMENT

Sworn members of the Support Services Division are required to wear the following equipment while in Business Professional or Professional Attire:

1. Department approved duty weapon and holsters.
2. Department metal badge.
3. Single magazine / handcuff case combo with handcuffs.
4. Department issued bodycam.

3/1.08.05 Additional Uniform Items

In addition to the standard uniform items listed in this directive, the following items complete the Department uniform:

1. Badge
2. Department Issued Identification Card
3. Valid Texas Driver's License
4. Duty Belt that is black leather or nylon material only
5. Department approved Handcuffs and Case(s). No more than two.
6. Holster, department approved.
7. Ammo/Magazine Holder, Department approved (to include open top holders).
8. Minimum of two department approved less-lethal impact weapons. If the duty belt is worn in conjunction with the external carrier – at least one must be worn on the duty belt and one on the carrier.
9. Belt Keepers
10. Latex gloves and pouch.
11. Radio Holder, Department approved
12. Handgun – Department approved by Chief of Police must be worn on officers dominant side and attached to the duty belt.
13. Ammunition Magazine – one magazine in weapon and two fully loaded in carrier
14. Flashlight and Carrying Case or Ring, Department approved, (holder must be of like or similar material as duty belt). This should include the hard plastic holders that are black in color and worn on the officers non-dominant side.

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15. Pen of a conservative design worn in pocket or pocket holder.
16. Name Plate, Department issue. (Silver – officers. Gold – Sgt. and above).
17. Tie clip, chain, or bar of conservative design.
18. ANSI approved traffic safety vest – worn as directed in policy.
19. Issued External Soft Body Armor carrier.
20. Officers working patrol shall carry a conducted electrical weapon in a department approved holster - if certified, the TASER holster shall be worn on the belt or external carrier in only two configurations.
 - a. Standard draw from the support side only, or
 - b. A cross draw with support side hand only
21. Issued Tourniquet and holster worn at waist level or higher and as close to centerline of officer.
22. Issued BWC, worn at waist level or higher and as close to centerline of officer.

3/1.08.06 Optional Uniform Items

Any additional pouches or holders must be in the same style and material as duty belt and other gear. In addition, the following items are optional uniform items:

1. Knife with folding blade not to exceed four inches (4") if worn, may not be worn on the outer carrier.
2. Fixed blade knife not to exceed 4" worn in a friction holder and worn out of view.
3. AR magazine with maximum capacity of 20 rounds – Pmag style – black in color.
4. Double handcuff case.
5. Key ring strap.
6. Baton ring.
7. Additional purchased belt keepers must be in the same style and material as duty belt.
8. Whistle
9. Gloves
10. Baton/ASP Collapsible Baton, or PR24 – if certified. (Optional).
11. Carriers for other items of Department approved or issued equipment (recording devices, cellular phones, etc.) in same style and brand as similar department issued equipment.

All items must be approved by Chief of Police or designee.

3/1.08.07 Care and Condition of Uniform

Uniforms shall be clean and wrinkle free and not be noticeably worn or patched. In addition, all duty gear shall be clean and not noticeably worn. Unserviceable uniforms and Department-issued equipment requiring replacement shall be returned to the Department. Upon notification of unserviceable equipment, the Department will arrange for replacement equipment. Officers are required to replace any non-Department issued gear at their own expense.

Officers will not report to work wearing dirty, soiled or wrinkled uniforms to include any external soft body armor carriers. Officers may be directed by their supervisor to change all or part of their uniform during their shift if it becomes obviously soiled or dirty.

Soft body armor, nameplates, and badges will be cleaned and maintained in accordance with manufacturer instructions.

3/1.08.08 Uniform Headgear

The Elgin Police Department issues headgear. Wearing of the headgear is optional with all uniforms except with the Class A uniform.

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3/1.08.09 Wearing Gloves on Duty

The wearing of gloves is subject to the following conditions:

1. May be worn during inclement weather.
2. May be worn during tactical activities and searches.
3. Gloves must be black in color and made of vinyl or leather with no decoration.
4. When not being worn, gloves must be inconspicuous and not hang from a belt or pocket.
5. No weighted or "sap" gloves.
6. Gloves must have fingers (no mittens or cut-off fingertips).
7. Latex gloves may be worn when handling unclean or contaminated subjects or objects.

Leather gloves are not to be considered a safeguard against contact with blood or other potentially infectious materials and should not be used for that purpose. Leather cannot be thoroughly disinfected once it is contaminated; therefore, leather gloves pose a risk of contamination to the officer and, if exposed to hazardous waste or biohazard, leather gloves shall be discarded in the manner prescribed for other contaminated materials.

3/1.08.10 Wearing Glasses on Duty

Sunglasses may be worn during the daylight hours. All glasses, including prescription eye glasses, must be of a color and style that complements a proper uniform appearance. The following are acceptable:

1. Non-mirror lenses – iridium lenses are acceptable (lens colors must be conservative in nature)
2. Metal frames will be silver, gold, black or brown in color
3. Plastic frames will be black color
4. Neck straps may be worn for officer safety but must be made of thin material that is black color

3/1.08.11 Wearing Wristwatches

Watches and watchbands may be worn in sizes and shapes that do not impair job performance. Styles and colors must be conservative in nature and complement a proper uniform appearance.

3/1.08.12 Wearing Leather/Nylon Gear

Uniformed personnel will not mix nylon and leather equipment except in cases where a high retention level is wanted from the holster.

3/1.08.13 Uniformity of Equipment

Members are permitted to wear on any outer part of their uniforms only those badges, pennants, buttons, insignia, emblems, devices, decorations or hats that are described in this policy or specifically authorized by the Chief of Police. Officers on duty shall not carry any equipment that does not conform to Department specifications or regulations without prior written consent.

3/1.08.14 Badges

This Department issues badges of the Elgin Police Department to its commissioned members. Only badges issued to members by the Department are authorized for the purpose of official identification or to represent himself or herself as a Department member; members shall not use any unauthorized badges for these purposes.

While in standard uniform, the badge shall be worn conspicuously on the left breast of the uniform shirt. Plain-clothed officers shall wear their badge attached to a chain and holder around their neck or attached to a holder and clipped on their belt near their weapon or on their shirt pocket.

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3/1.08.15 Nameplate

While in standard uniform, the nameplate shall be worn conspicuously on the right breast of the uniform shirt along the top of the right shirt pocket.

3/1.08.16 Chevrons

Chevrons will be issued to and only worn by Sergeants and Corporals.

3/1.08.17 Service Stripes

Personnel having sufficient police service shall wear service stripes on the left sleeve of class "A" dress shirt. Each stripe represents four years of service. Years of service are computed from the date the individual was commissioned as a police officer and began performing duties as such on a regular basis.

3/1.08.18 Award Pins (Ribbons)

Personnel may wear Department-issued or approved award pins on their class "A" uniform. Award pins should be worn above the nameplate over the right breast pocket of the uniform shirt. Award pins are worn in holders not to exceed three in width. The order of awards from highest to lowest is Memorial Cross, Medal Of Honor, Medal Of Valor, Meritorious Conduct Bar, Purple Heart Bar, Lifesaving Bar, and Commendation Bar.

3/1.08.19 Insignia of Rank

Insignia of rank will be issued by the Chief of Police or the Chief's designee and will be worn in the following manner:

- Corporal
Corporal chevrons (2 stripes) will be sewn on each sleeve of the Department uniform shirt and uniform jacket immediately below the Department patch. Chevrons are dark gold with black background.
- Sergeant
Sergeant chevrons (3 stripes) will be sewn on each sleeve of the Department uniform shirt and uniform jacket immediately below the Department patch. Chevrons are dark gold with black background.
- Lieutenant
The Lieutenant/s will wear one bar, gold in color, fixed to each side of the collar of the uniform shirt and uniform jacket (top of bar pointing to the top edge of the collar), three-fourths of an inch (3/4") from the leading edge and centered between the top and bottom edge of the collar.
- Commander
The Commander/s will wear one star, gold in color, fixed to each side of the collar of the uniform shirt and uniform jacket (top point of star pointing to the top edge of the collar), three-fourths of an inch (3/4") from the leading edge and centered between the top and bottom edge of the collar.
- Chief
The Chief will wear three stars, gold in color, fixed to each side of the collar of the uniform shirt and uniform jacket (top point of star pointing to the top edge of the collar), three-fourths of an inch (3/4") from the leading edge and centered between the top and bottom edge of the collar.

3/1.07.20 Appearance

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The uniformed officer shall report for duty in a pressed, clean, and adequately tailored uniform in the following manner:

- The uniform shirt button flap shall be aligned with the zipper flap on the trousers.
- The gun belt buckle shall be centered on the trousers' zipper.
- The trousers shall be worn outside the boots (with the exception of specialized units).
- Items which are not standard or optional components of the uniform (e.g., chains, personal keys, papers) shall not be attached to, hung on or protrude from any portion of the uniform.
- If a t-shirt is visible, it must be black in color.
- Jewelry or other items normally worn around the neck will not be worn with the uniform.
- Bracelets, with the exception of medical bracelets, may not be worn with the uniform. No more than one ring per hand may be worn, and rings must not have any dangling parts or ornamentation.

3/1.08.21 Wearing of Civilian Clothing

Members of the Department wearing civilian clothing while on duty shall dress in accordance with their position requirements and consider their environment, public contact, and job responsibilities. Clothing not generally accepted as "casual business" attire will not be allowed –e.g., halter tops, back-less dresses, bra-less, transparent or semi-transparent fabrics, dresses or skirts shorter than two inches (2") above the knee, or shirts without collars. Female members must wear proper leg wear if a dress or skirt is worn unless the skirt or dress length is below the knee. Sleeveless shirts, blouses, or sweaters may be worn provided they do not expose any part of the undergarments and shoulder straps are at least two inches (2") wide. Clothing will be clean, pressed, and not noticeably worn, torn or patched.

The fabric of jackets, shirts, blouses, skirts, and pants must match or be of a presentable contrast of colors and materials. Shirts may not have obscene or slang slogans or "advertising" printed on them. Clothing brand logos are acceptable. The commercial names and logos of hotels, casinos, bars, or other businesses, etc. are unacceptable. Shirts and blouses should not be unbuttoned to excess to ensure that a professional appearance is maintained. Male members are required to wear jackets and ties when appearing in court. It is recommended that a tie be worn for work by all male employees whenever the possibility of dealing with the public exists. It is further recommended that a tie be worn for all public appearances – such as prearranged television interviews, speaking engagements or similar activities.

Flip-flops and sandals are unacceptable, though dress sandals for women may be acceptable as directed by the Chief of Police. Clean sport shoes in good condition will be allowed.

Male members of the Department may not wear earrings; however, neck and hand jewelry may be worn in a tasteful and business-like manner.

3/1.08.22 Animal Control Unit

Animal Control Unit personnel, while on duty, shall wear the following issued duty uniform:

1. Shirts: Department issued shirt, long (sleeves rolled down and buttoned) or short sleeved
2. If a T-shirt is worn and visible it will be a black crew neck T-shirt.
3. Pants: Department issued pants
4. Belt is nylon or leather and black in color.
5. Footwear: Foot wear and socks are the same as stated for officers elsewhere within this policy.
6. Outerwear: Both jackets, raincoats and headgear are Department issued and worn as stated elsewhere within this policy.
7. Carriers for other items of Department approved or issued equipment (recording devices, cellular phones, etc.) in same style and brand as similar department issued equipment.

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Animal Control Officers are expected to adhere to all policies regarding dress including daily appearance and maintenance of appearance as stated elsewhere in this policy.

3/1.08.23 Symbolic Display of Mourning

DEFINITION

- **Police Officer:** A certified peace officer as defined in Texas Code of Criminal Procedures, Article 2.12 and who is serving in an active-duty position.
- Department officers participate in a symbolic display of mourning by wearing a shrouded badge following the death of a fellow officer and authorized by the Chief of Police or designee.

The authorized display covers the uniform breast badge with a black one-half inch (1/2") cloth placed horizontally across the face of the badge.

PROCEDURE

1. Upon approval from the office of the Chief of Police, initiates a Department-wide notification notifying personnel of an approved display of mourning and its duration.
 - *Officers*
Wear the badge shrouded during the designated period of mourning.
2. The Chief of Police will update the Department when the burial date or any other pertinent information is received.
3. Officers who wish to attend a funeral or service may do so with prior approval from the Chief of Police or designee. The Department may provide a vehicle, but the officer will incur all expenses.

3/1.08.24 Request for New Uniforms or Changes in Current Authorized Issue

All requests for new uniforms shall go through the chain of command. Requests for changes in the current authorized issue, either in type or quantity of issue, must be submitted, in writing, through the chain of command beginning with the next level supervisor.

3/1.08.25 Approved Dress for Training Classes

Members of the Department are representing the Department whenever attending training or other classes. As such, the approved dress code for attending any classroom training is business casual as addressed within this directive. Shorts, flip-flops, or shirts without collars are not approved for this purpose.

Training that takes place out of doors or at the firearms range may require that the requirements of this section be slightly relaxed in that t-shirts are approved provided that they may not have obscene or slang slogans or "advertising" printed on them. Clothing brand logos are acceptable. The commercial names and logos of hotels, casinos, bars, or other businesses, etc. are unacceptable.

Signed Original Maintained in the Office of the Chief

John C. Noble