



FAIRBURN GEORGIA POLICE DEPARTMENT OPERATIONS MANUAL



CHAPTER 7 Uniform and Dress Code

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I. PURPOSE

- A Establish rules and regulations regarding the Agency uniform, equipment and personal appearance.
- B Establish employee accountability for the Agency uniform and equipment.
- C Establish an Agency dress code and employee personal appearance guidelines.

II. RULES AND REGULATIONS

A General

1. Sworn employees will wear the designated uniform when reporting for duty, while on duty, and during any authorized special assignment. When the uniform is worn, care shall be taken that it fits well, is neat, clean, and that all items are in presentable order.
2. Male Civilian employees will wear a business suit or sports coat, slacks, shirt and tie. Female civilian employees will wear skirts/dresses that reflect professional standards in length and design, dress slacks, or pant suits. Civilian employees may also wear khaki pants and an approved Agency polo shirt.
3. Employees of the Agency shall be neat in appearance and well groomed. Male employees will be clean shaven or abide by regulations outlined in Section Q Hair Regulations, located later in the chapter.
4. While wearing the uniform, employees shall maintain a professional appearance.
5. Under no conditions will a part of the official uniform be intermixed with the wearing of civilian clothes. No sweatshirt is authorized while on-duty, regardless of if it is department issued.
6. When not in uniform or on special assignment, male employees will wear a business suit or sports coat, slacks, shirt and tie. Employees may wear khaki pants and a police polo shirt as approved.
7. Female employees wearing civilian clothing will wear skirts/dresses that reflect professional standards in design. Dress slacks or pant suits are permissible. Employees may wear khaki pants and a police polo shirt as approved.
8. When necessary, the Chief of Police may prescribe other types of clothing to

be worn.

9. The Agency shall provide for the replacement of authorized clothing and equipment annually via a uniform allowance of \$500. If items become damaged or unserviceable the employee's supervisor will be notified and replacement items will be procured via the Agency's purchasing process.

B Uniform Shirt

1. The uniform shirt may be long or short sleeved. Shirts will be clean and will not be frayed or torn. The Chief of Police will determine the style and type of material for uniform shirts.
2. Crew necked undershirts that are visible under the uniform shirt shall be navy blue or black in color.

C Class A Uniform Shirt Accessories - The only authorized uniform shirt accessories when wearing the Class A shirt (Polyester) are:

1. Badge
2. Name Plate - metallic finish, engraved with employee's name, inset with black or dark blue color. The name plate shall be worn centered parallel with the seam at the top of the flat of the right breast pocket.
3. Collar Insignias
4. Awards - Pins designated and approved by the Chief of Police and outlined in SOP Chapter 23 Wellness Program/
5. Official Agency Patch - Will be displayed on both shoulders of all uniform shirts and jackets. Sergeant and Corporal chevrons will be displayed on both shoulders of the appropriate ranking officers.
6. Whistle Chain - In appropriate metallic finish, the chain will be worn on the right shoulder button under the epaulet falling down into the inside of the right pocket.
7. Tie/Dickey/Turtleneck/Mock Turtleneck - will be worn with the long sleeve shirt.
8. Tie Bars or Tacks - Of appropriate finish will be worn in the center of the tie.
9. Flag – The agency approved American Flag is optional and may be worn parallel to the name plate and centered on the pocket and resting upon top pocket seam.
10. Mourning Band – When appropriate, a black, or black with a thin blue line mourning band may be worn over the agency badge in observance of a fallen officer.
11. Other items with approval of the Chief of Police

D Uniform Trousers - Uniform trousers will be dark blue in color for class A uniforms.

For Class B uniforms for Uniform Patrol Division, trousers will be gray in color. For Class B uniforms for Criminal Investigations, trousers will be dark green in color.

E Uniform Under Belt - The under belt worn with these trousers will be a black in color with the appropriate finish buckle or a black leather Velcro type.

F Uniform Headgear - the designated uniform hat may be worn, including agency-issued ball caps.

G Uniform Footwear

1. Shoes/Boots will be black in color and approved by the Agency.
2. Shoes/Boots shall be clean and polished and will be kept in good repair.
3. Black socks will be worn with low cut shoes. White socks may be worn with boots if the white sock is not visible.

H Class B Uniform Shirt and Outer Vest

All uniform patrol personnel, or those assigned to specialty units (excluding detectives and Command Staff) will wear the approved Class B, black Agency issued polo. The gun belt and/or load bearing vest will have upon it the following items:

1. An approved holster w/ duty weapon- One holster is to be worn on the right or left trouser seam. The butt of the firearm will be to the rear. The holster will be worn on the duty belt. (Required on person)
2. Ammunition w/ 2 duty weapon magazines (Required on person)
3. Handcuff case with handcuffs (Required on person)
4. Radio w/ radio holder (Required on person)
5. ASP/Expandable Batons (optional, but must have O/C if no ASP)
6. O/C Pepper spray (optional, but must have ASP if no O/C)
7. Glove pouches (optional)
8. Flashlight w/ flashlight holder (optional)
9. Conducted Energy Weapons (CEW) will be carried in the agency issued holster. Officers will not carry CEW and holsters on the firearm side of their body. It will be secured in a cross-draw fashion or off-hand draw. (Required on person)
10. Tourniquet (Required on person)
11. Radio earpiece (optional)
12. Blood type & American Flag patch (optional)
13. Rifle Magazines (optional)

14. Other accessories may be worn on the duty belt or load bearing vest with supervisor approval. The Agency reserves the right to determine what accessories are appropriate.

15. At a minimum, the following shall be clearly placed on the outer tactical vest:

- a) Velcro nameplate
- b) Velcro police badge
- c) "POLICE" decal on the back
- d) Body Worn Camera

16. The following items are NOT authorized to be outfitted on the vest or as part of the new uniform:

- a) Duty weapon on vest
- b) Any type of Velcro patch not listed above
- c) Any fixed blade holder on the vest longer than 2 ½ inches

I Uniform Increment Weather Gear - Optional according to weather conditions

1. Rain gear will be yellow, orange, black, (and/or fluorescent) in color
2. The winter jacket will be navy blue/black
3. Gloves, if worn, should be professional in appearance

J Special Uniforms - Uniform specifications for special ceremonies, training, extra duty details, K-9 units and tactical sections will be approved by the Chief of Police.

K Excluded Items - The following items are excluded from use by Agency personnel:

1. No dangling earrings or any type of ornament will be affixed to the ear, while in uniform. Officers with pierced ears may wear small post earrings. Facial jewelry is not permitted.
2. Personal ornaments or excessive jewelry shall not be worn while in uniform nor shall they be affixed to any part of the uniform, unless authorized by the Chief of Police. Wedding rings may be worn.
3. Any emblem or patch denoting a special squad to be worn on the uniform must receive prior approval.
4. No political material may be worn on the uniform.
5. No nose rings or facial jewelry.
6. Any exception must be approved by the Chief of Police.

L Firearms

1. Uniform Officers

- a) A Glock model 17 or 21 (semi-automatic), is Agency issue for the department. When not in use, it is to be secured in the holster.

- b) The Agency issued/approved firearm and ammunition shall be carried by all sworn personnel.
- c) Permission to carry a personal handgun must be authorized by the Chief of Police. Use of a personal handgun will require recording the serial number, make and model in the personnel file of the individual officer. The officer is also required to qualify on the firing range with his/her personal handgun.

2. Non-Uniformed Officer

- a) A Glock model 17 or 21 (semi-automatic), is Agency issue for the Criminal Investigation Division and is designated as the duty weapon to be carried.
- b) Permission to carry a personal handgun must be authorized by the Chief of Police. Use of a personal handgun will require recording the serial number, make and model in the personnel file of the individual officer. The officer is also required to qualify on the firing range with his/her personal handgun.

M Criminal Investigation Division (CID) Dress Code

1. The investigator shall dress in the approved CID uniform or business casual attire and shall keep himself/herself neat and clean. The general appearance shall be businesslike and always presentable when in public. Any deviation from this policy requires written permission from the Chief of Police.
2. CID personnel will be required to carry their firearms and handcuffs whenever on duty.
3. Investigators must carry handheld radios when away from the office or in an Agency vehicle unless the nature of the investigation prohibits it.

N Court Dress - The following attire will be appropriate in court: Uniform or coat and tie with dress slacks for males, and appropriate businesslike dress for females.

O Civilian Personnel - Office personnel assigned to the Agency should dress in a business-like manner. There shall be no blue jeans, bare feet, halter tops, shorts, tank tops, or open-toed footwear worn while on duty.

P Turning in Equipment upon Termination or Resignation - When any employee resigns or is terminated, all City issued property will be turned into the Support Services Lieutenant, or his/her designee. Employees who fail to return nonexpendable items may be required to reimburse the agency for the items fair market value of the items.

Q Hair Regulations for the Agency follows:

1. The hair will be neatly groomed and worn in such a manner as to not hang over the forehead under the regulation head gear.
2. No hair will be allowed to extend over the collar.

3. The hair on the top of the head may be worn in any style provided the regulation head gear is not hindered by the hair from sitting squarely on the head. The head gear cannot be supported solely by the hair.
4. Sideburns are permitted, provided they do not extend below the bottom of the earlobes and shall be neatly trimmed. The sideburns shall be no more than one-inch wide.
5. The hair should not cover or touch the ears or extend below the normal hairline.
6. Male employees may wear a trimmed mustache that does not come below the corners of the mouth, obscure the upper lip, or extend to the side more than one half inch beyond the corners of the mouth.
7. Female uniform officers who wish to have their hair longer shall secure their hair in a safe and neat manner above the collar. Plain and natural-colored pins, combs, headbands, elastic bands, and barrettes may be used to keep hair in place.
8. Beards are authorized and the maximum length of the beard cannot exceed $\frac{1}{4}$ inch and must be neatly trimmed.
9. Members of the Investigative Division when in the field are required to comply with all rules regarding hair styles.
10. Hair coloring in hues not found in the natural spectrum of human hair is prohibited.
11. Those officers assigned to the Metro SWAT Task Force are not permitted to wear beards. The SWAT team utilizes chemical agents on tactical callouts. A beard could prevent SWAT officers from getting an appropriate seal with their issued chemical protective mask, which could result in an officer safety issue and compromise the integrity of the team during a tactical situation.
12. Exemptions from the above rules require prior written authorization from the Chief of Police.

R Body Armor – Protective vests/Body armor is available to all sworn personnel and will receive a purchased custom fitted NIJ level II ballistic vest. Upon hiring, sworn officers may be tentatively issued a used vest until a measured, custom fitted vest has been ordered and received. All personnel shall be required to wear protective vest/body armor while on shift performing field duty, investigators/staff performing follow-up investigations or answering calls for duty, or conducting law enforcement duties during secondary employment details.

S Tattoo Policy- Acquiring a tattoo is a personal and private matter and if it does not detract from the professional image expected of a Fairburn Police Department employee, visible tattoos will be allowed.

1. An employee's tattoos may be visible if it meets the following criteria:

- a) Does not depict nudity or violence
 - b) Is not sexually explicit or vulgar art, words, phrases, or profane language
 - c) Are not symbols likely to incite a strong negative reaction in any group
 - d) Are not initials or acronyms that represent criminal or historical oppressive organizations
2. No tattoos or branding are allowed on the head, face, neck, scalp, hand or fingers.
 3. If any tattoos violate section 1 or 2, it shall be covered in a discreet and conservative manner. Any employee that does not meet sections 1 or 2 may be exempt upon submitting a request to the Chief of Police. This limited exemption will be on a case-by-case basis and a determination made by only the Chief of Police.
 4. It is required that employees considering a visible tattoo verify with their Division Commander, in advance, to determine if it will be permitted.
 5. All employees actively employed prior to September 5th, 2018, who have body art, shall have all visible body art reviewed by the Division Commander prior to a change in uniform wear. This review will be documented with images, stored electronically.
 6. All employees employed after September 5th, 2018, with visible body art, will be reviewed prior to entry into the Patrol Division and Field Training Program in order to determine appropriate uniform wear.
- T Exceptions to Grooming and Dress Standards- exceptions to this standard shall be taken into consideration only with the written consent of the Chief of Police. Some reasons that an exception may be considered are reasons based upon medical conditions, special assignment, etc.
- U Religious Accommodations- religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. A request for religious accommodation should be made, in writing, directly to the Chief of Police, who holds sole decision-making authority to allow or deny. Those who request to wear headscarves or simple head coverings, or certain hairstyles or facial hair for religious reasons, should generally be accommodated absent unusual circumstances.
- V Agency Property and Equipment - All equipment must be clean, in good working order and conform to agency specifications. Employees are responsible for the proper care of agency property and equipment assigned to them. Should an employee damage or lose agency property, disciplinary action may be taken.
1. Damaged-Inoperative Property or Equipment - Employees shall immediately report to the on-duty supervisor any loss of, or damage to, agency property, and document on the agency incident report. The supervisor will be notified

of any defects or hazardous conditions existing in any agency equipment or property.

2. Care of Agency Buildings - Employees shall not mar, alter, or deface any surface in any agency building. No material shall be affixed in any way to any agency equipment without written consent from the Chief of Police.
3. Notices - Employees shall not mark, alter, or deface any posted notice of the agency. No derogatory notices will be posted at any time.