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. Any other accessories shall receive written approval from the Chief of Police.

3. Employees of the Agency will be neat in appearance and well groomed. Male employees will be clean shaven or abide by regulations outlined in Section Q Hair Regulations of this chapter.

4. While wearing the uniform, employees will 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 whether 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.

7. Female employees wearing civilian clothing will wear skirts/dresses that reflect professional standards in design. Dress slacks or pant suits are permissible.

8. When necessary, the Chief of Police may prescribe other types of clothing to be worn.

9. Use of AirPods or any Bluetooth device for personal conversations while on an active call-for-service is prohibited.

10. Fingernails will be kept reasonably clean and groomed. The length of nails will be no longer than ¼ inch beyond the nail bed (the fleshy portion of the finger) that would reasonably prohibit an officer from executing their duties

11. The Agency will provide for the replacement of authorized clothing and equipment annually via a uniform allowance. If items become damaged or unserviceable the employee shall complete a request through the Agency's reporting platform (BlueTeam) and submit it through the chain-of-command.

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 a 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 Pants - Uniform polyester pants will be dark blue in color for class A uniforms for those of Sergeant rank and below, and black in color for those of Lieutenant rank and higher. The Class B uniform pants for Uniform Patrol Division will be the battle dress uniform (BDU) style, gray in color. The Class B uniform pants for Criminal Investigations Division will be the BDU style, dark green in color. Those assigned to Support Services Division may choose either of the two differing colors.

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

F Uniform Headgear – the accepted uniform hats are allowed:

1. Formal uniform hats with hat badge shall be worn by staff members at the direction of the Chief of Police, while wearing Class A uniform.

2. Baseball caps are authorized for officers on duty and while wearing the standard Class B uniform. The approved baseball cap shall be defined as:

    a) Must be black in color; those assigned to specialty units are authorized to have OD Green in color ballcaps

    b) The only acceptable embroidery on the headgear is an American flag (original flag, subdued, or thin blue line type), the department shoulder patch emblem on the front, or writing that clearly states “FPD”, “Police” or “Fairburn Police”.

    c) Embroidered writing shall be white, gold, or gray in color; specialty units are authorized black embroidered writing.

    d) Hats with other writings, messages, or symbols/emblems are not authorized.

    e) Baseball caps are not allowed in Class A uniform

    f) Baseball caps must be in good condition and may only be worn forward facing.

3. Cold weather hat is a knit hat, or “beanie”, and is authorized only during cold weather season (October through March):

    a) Must be black in color; those in specialty units are authorized to have OD Green in color knit hats

    b) The only acceptable embroidery on the headgear is an American flag

(original flag, subdued, or thin blue line type), the department shoulder patch emblem on the front, or writing that clearly states “FPD”, “Police” or “Fairburn Police”.

c) Knit hats with other writings, messages, or symbols/emblems are not authorized.

d) Embroidered writing shall be white, gold, or gray in color; specialty units are authorized black embroidered writing.

e) Officers are authorized to wear a knit hat while in Class B or when the officer is professionally dressed in plain clothes.

f) Balaclavas, or “facemasks”, are authorized only during freezing temperatures of the cold weather seasons (of less than 40 degrees Fahrenheit or cold wind advisory) and must be solid black in color.

4. Any request for an exception to the policy regarding uniform headwear must be submitted in writing through the appropriate chain-of-command and approved prior to wear.

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, to include Crime Suppression, Traffic, COPS, and Reserve Officers (excluding detectives and Command Staff) will wear the approved Class B uniform, and 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. Taser Energy Weapons will be carried in the agency issued holster. Officers will not carry the Taser and holster 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 (badges, pins, clips, patches) may be worn on the duty belt or load bearing vest with written approval from the Chief of Police but shall be reviewed annually. 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 Inclement 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, or his designee.

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, 43, and 47 (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. Refer to Chapter 10 Firearms for requirements. 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, 43, or 47 (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. Refer to Chapter 10 Firearms for requirements. The officer is also required to qualify on the firing range with his/her personal handgun.

M Criminal Investigation Division (CID) Detectives Dress Code

1. The detective shall dress in the approved CID uniform or business 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. If a detective chooses to wear business attire and a firearm is exposed, the investigator will ensure that a police badge is visible by being hung on a tether around neck or on the gun side of the belt.

3. CID personnel will be required to carry their firearms and handcuffs whenever on duty.

4. Detectives must carry handheld radios when away from the office or in an Agency vehicle unless the nature of the investigation prohibits it.

5. When knowingly performing field operations in a high stress situation (i.e. making arrests, serving search/arrest warrants), CID personnel will

have available on their person or vest handcuffs, additional magazines, body camera, and their Taser energy weapon.

N Court Dress - The following attire will be appropriate in court: Duty 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 will 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 Agency Quartermaster. 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:

1. Sworn personnel shall keep their hair clean, neatly groomed, and styled in a manner that does not interfere with the assigned duties, uniform headgear, specialized equipment. At all times, hair must be worn in a way that is safe and does not impede the on-duty use of equipment.

2. 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.

3. 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.

4. For female sworn officers: those who wish to have their hair longer shall secure their hair in a safe and neat manner. Plain and natural-colored pins, combs, headbands, elastic bands, and barrettes may be used to keep hair in place.

5. Wigs or hairpieces may be worn by personnel, but shall be of good quality and fit, present a natural appearance, confirm to the grooming standards set forth in these regulations, and not present a safety hazard.

6. Beards are authorized and the maximum length of the beard cannot exceed 1 inch and must be neatly trimmed and should not present an unprofessional or unkempt appearance when the uniform is worn.

7. Extreme haircuts or hairstyles are not authorized, including but not limited to shaved designs in portions of the scalp. Any dyes, tints, or bleaches must reflect a natural hair color.

8. Officers assigned to tactical roles should ensure that any facial hair is groomed so that the hair does not interfere with using the issued gas mask or any other equipment.

9. In all uniform classes while in public or performing official duties, long hair extending past the "yoke line" of the shirt; the yoke line of the shirt

refers to the line on the uniform shirt that crosses the back of the shirt below the neck and across the back will be neatly and inconspicuously fastened or secured in a bun, single ponytail, two braids, or a single braid. Multiple locs, braids, or twists may come together in one or two braids or a single ponytail.

10. For female sworn officers: Afro, natural, bouffant, and other similar styles are permitted, but must not interfere with duties.

11. 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.

T Exceptions to Grooming, Equipment and Dress Standards- exceptions to standards shall be taken into consideration only with the written consent of the Chief of Police and shall be reviewed annually. Some reasons that an exception may be considered are reasons based upon medical conditions, special assignment, or religious beliefs.

U Religious Accommodations- religious beliefs and the 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.

W. Military Leave/Authorized Administrative Leave Requirements- For those employees that are either activated for military service (regardless of if it is voluntary/involuntary activation) or on authorized administrative leave, for longer than 30 days, the employee is required to submit the following items back to the department for safekeeping purposes:

1. Assigned patrol vehicle, after successful inspection conducted by Fleet Manager or the direct supervisor

2. Assigned duty weapon, and other lethal firearms assigned out (shotgun, rifle, back-up duty weapon), submitted to the Department Armorer

3. Taser energy weapon and body camera, assigned laptop and other technology items, submitted to the employee's supervisor

X. Modified Duty/Light Duty Uniform Wear- If employees meet the requirements for modified duty set forth by Human Resources, and the Chief of Police approves such modified duty, the employee is expected to abide by the following until such medical restrictions are lifted, and the employee is cleared to return to full duty:

1. The employee will be assigned to an unmarked City vehicle, if not already assigned one. The employee's marked patrol vehicle will be turned back into the Agency's Fleet Manager.

2. For male officers on modified duty, they will wear a business suit or sports coat, slacks, shirt and tie, or other business casual attire. Female officers on modified duty will wear skirts/dresses that reflect professional standards in

length and design, dress slacks, or pant suits. The employee may also wear khaki pants.

3. Those on modified duty are not allowed to wear any uniform item that would identify oneself as a police officer during the temporary assignment.

4. Employee work schedule will be Monday-Friday, 0800 hrs to 1700 hrs and assigned to Support Services Division with a set of job responsibilities that accommodate the identified medical restrictions.

5. While on modified duties, the job responsibilities for the employee should not include any face-to-face interaction with citizens where the possible response to a situation could result in a need for physical law enforcement action. Duties should remain administrative in nature and fit the accommodation(s) set forth with the medical restrictions.