

- A. **PURPOSE.** To outline dress code requirements ensuring a uniform, professional appearance by Department personnel
- B. **GENERAL REQUIREMENTS.** The prerequisites outlined in this section apply to all Department employees during working hours or other appearances where they are identified as Department members.

1. Clothing/Uniform Requirements

- a. All clothing and uniforms shall be clean, pressed, and neat.
- b. All leather, brass or chrome accessories, and shoes shall be kept polished and shined.
- c. All uniforms, accessories, and equipment shall be worn as prescribed. Personal clothing or equipment may not be substituted for Department issue. The police uniform shall not be worn for any reason other than assigned duties except as authorized by the Chief of Police.

2. Hair Grooming Standards

- a. All Employees' hair will be neat, clean, and well groomed.
- b. All Sworn and Uniformed Personnel shall:
 - (1) Maintain and style hair so as not to interfere with wearing the uniform hat, helmet, or gas mask.
 - (2) Style hair so as not to touch the shirt collar while standing at attention.
 - (3) Style hair so that it will not extend more than three (3) inches outward from the head.
 - (4) Not allow sideburns to extend below a horizontal plane from the bottom of the ear. The forward edge is to be a vertical line from the top of the ear downward (no "mutton chops").
 - (5) Not allow moustache hair to extend more than one-half (½) inch beyond the lip juncture. No other facial hair is permitted.

- c. Exceptions. Officers assigned plainclothes duties involving “undercover” or “covert” operations may be exempted from the Hair Grooming Standards when approved by their Unit Commander.

3. Prohibitions

- a. No blue denim trousers, jackets, earrings, or jewelry (except watches and finger rings) shall be worn by sworn or other uniformed Department personnel during duty hours or at other times while in uniform. Officers assigned plainclothes duties involving “undercover” or “covert” operations may be exempted from these prohibitions when approved by their Unit Commander. Emergency Communication Operators shall be allowed to wear blue jeans on Friday after 1700 hours until Monday at 0800 hours.
- b. No display of any intentional scarring, mutilation, or dental ornamentation while on duty or representing the Department in any official capacity shall be allowed. This includes, but is not limited to: foreign objects inserted under the skin, pierced, split or forked tongue, and/or stretched out holes in the ears. Employees shall not have any dental ornamentation using gold, platinum, silver, or other veneer caps that are ornamented with designs, jewels, initials, etc.
- c. Tattoos may be displayed with the following restrictions:
 - (1) While on duty, tattoos will only be displayed on the arms or legs while wearing uniform or civilian attire. Tattoos will not be displayed on the hands, neck, face or scalp.
 - (2) The display of unprofessional or offensive tattoos, as determined by the Chief of Police, regardless of their location, is prohibited. Examples of prohibited tattoos includes, but is not limited to:
 - (a) Depictions of nudity or violence
 - (b) Sexually explicit, profane or vulgar words, phrases, or art.
 - (c) Symbols likely to incite a strong negative reaction (e.g. swastikas, pentagrams, etc.).
 - (d) Initials, symbols, numbers or acronyms that represent criminal or historically oppressive organizations (e.g. KKK, SS, street gang names, 666, etc.).

C. SPECIFIC REQUIREMENTS – UNIFORMED PERSONNEL

1. **Class A Uniform.** The Class A uniform shall consist of the long sleeve shirt with tie, trousers, black shoes or boots, and uniform hat. This uniform shall be worn at the direction of the Chief of Police or Unit Commander.
2. **Class B Uniform.** The Class B uniform shall be considered the uniform of the day.
 - a. The Class B uniform shall consist of either the long or short sleeve shirt with open collar unbuttoned no more than four (4) inches at the neck, issued trousers, black shoes or boots, and navy blue or black socks. A white, navy blue, or black crew neck T-shirt shall be worn as an undergarment.
 - (1) Long sleeve shirts shall be worn with cuffs and sleeves down and buttoned at all times.
 - (2) Uniform trousers shall be worn with the bottom of the trouser draped outside the shoes.
 - b. The tie, when worn, shall be properly affixed to the shirt collar and with a plain silver (officers) or gold (supervisors) colored tie bar or the issued Grand Rapids Police tie bar. No tie tacks or other jewelry may be worn on the tie.
3. **Fatigue Uniform.** The fatigue uniform shall be worn for training or tactical purposes or as directed by the Chief of Police or Unit Commander. Fatigue shirts shall be worn with an open collar and either a white, navy blue, or black crew neck t-shirt as an undergarment.
4. **Uniform Hats.** Uniform hats are worn to present a professional appearance and to identify the employee as a police officer.
 - a. Officers shall wear the uniform hat:
 - (1) With the Department issued hat shield properly attached; no other insignias or emblems may be attached.
 - (2) At all special events, including assignments at the Van Andel Arena, Convention Center, and festivals. Hats need not be worn while inside such venues unless so directed by a supervisor.

- (3) As directed by a supervisor.
- b. Winter hats may be worn from October 1 to April 30 and during times of cold inclement weather with the Department hat shield properly attached. No other insignias or emblems may be attached. The Department authorized stocking hat with 'GRPD' embroidered on it may be worn in place of the traditional winter hat for regular patrol duties only (i.e., not to be worn during special assignments at arena, convention center, festivals, etc.). No other winter hats may be worn.
- c. Baseball caps may be worn with the police fatigue uniform or with the bike uniform.
 - (1) Baseball caps shall be worn as required during 'live-fire' firearms training and other training.
 - (2) Only the Department-authorized baseball cap with patch shall be worn.
5. Body Armor. The Department-issued body armor shall be worn at all times during the course of duty.
6. Bike Uniform. Except as otherwise directed by the Chief of Police, the bike uniform will only be worn by police officers assigned to bike patrol. When not assigned to a bike patrol, no portion of the bike uniform shall be worn. Such officers shall comply with all other relevant provisions of this Procedure.
7. Shoes. Shoes worn shall be an all black, plain toe oxford, athletic, or military shoe or boot made of leather or corfam, with a non-slip heel and sole. Black rubber boots, zippered or buckled, may be worn over the shoes during inclement weather.
8. Jacket, Coat, or Sweater. The issued jacket, coat, or sweater worn shall be individually determined. Bike uniform jackets shall not be worn in place of the regularly issued jackets unless assigned to a bike patrol.
9. Accessible Equipment. For the purposes of emergency situation response, all sworn personnel will have the following equipment ready and available regardless of assignment for immediate deployment:
 - a. Class A or B uniform as directed per MOP
 - b. Uniform hat (season appropriate)

- c. Baseball hat (department issued)
 - d. Fatigue shirt / pants
 - e. Outer wear (season appropriate – spring/winter coat, sweater, raincoat)
 - f. Uniform foot ware (season appropriate)
 - g. Duty Belt with all assigned gear (firearm, holster, handcuffs, ASP Baton, OC, Radio with extra battery, ECD.
 - h. Ballistic Vest
 - i. Traffic Vest
 - j. Flashlight(s)
 - k. Gas Mask
 - l. Ballistic Helmet
10. Uniform accessories. Only those accessories approved by the Chief of Police may be worn on any part of the police uniform.
- a. The Badge shall be worn on the left side on the designated portion of the outermost garment (shirt, jacket, or coat). Mourning bands shall be worn on the badge only upon the direction of the Chief of Police (or designee) and only for the designated time period.
 - b. Name plates shall be worn centered and above top edge of the right front pocket of the outermost garment (shirt, sweater, jacket, or coat).
 - c. Insignia or Rank
 - (1) Police sergeants shall wear the sergeant's chevrons sewn on the sleeves of their uniform shirts, sweaters, jackets, and coats.
 - (2) Police lieutenants and captains shall wear metallic insignia of their rank on both collars of the uniform shirt. They shall also wear such insignia on each shoulder of the uniform jacket or coat, one (1) inch from the sleeve seam.
 - d. Medals and Awards. Citation bars shall be worn on the uniform shirt only, in sequence of highest honor, from the employee's left to right (highest honor closest to the heart). Only three (3) citation bars may be placed in a tier. The highest awards shall be on the uppermost tier when more than one tier of bars is displayed. The tiers or bars shall be centered on the right uniform pocket with the top tier located one-quarter (1/4) inch below the top of the right pocket flap directly below employee's nametag. Other medals may be worn with the permission of the Chief of Police.

- e. Personal accessories shall be reasonable and professional. Necklaces will not be visible. Sunglasses may only have gold, silver, black, or brown colored frames. No multi-colored or mirrored sunglasses shall be worn. Gloves will be either navy blue or black.

D. SPECIFIC REQUIREMENTS – SWORN PLAINCLOTHES PERSONNEL

1. Plainclothes personnel, who by the specific nature of their task, must adopt “undercover” or special attire are exempted from the following requirements when approved by their Unit Commander and a statement of approval forwarded to the Office of the Chief of Police.
 - a. Male officers shall wear appropriate slacks and shirt with collar buttoned or unbuttoned no more than four (4) inches at the neck.
 - b. Female officers shall wear appropriate slacks and blouse (shirt) with collar buttoned or unbuttoned no more than four (4) inches at the neck. High-heeled shoes are prohibited
2. At the direction of the Unit Commander;
 - a. Male officers shall wear business suits or sport coats with appropriate shirt, trousers, and a necktie.
 - b. Female officers shall wear appropriate business attire such as dresses, pant suits, or blouses and dress slacks or skirts. High-heeled shoes are prohibited.
3. Keep weapons concealed at all times while inside the Kent County Courthouse.
4. All sworn plainclothes personnel shall wear their Department issued body armor whenever engaged in field activities. Field activity is defined as duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capabilities, such as making contact with suspects, witnesses, and victims.

E. SPECIFIC REQUIREMENTS – CIVILIAN PERSONNEL

1. Police Interns, and Senior Volunteers, Crime Scene Technicians, Radio Mechanics, and Vehicle Service Workers shall wear the Department designated uniform which consists of long and short sleeve shirts, name

plate (except Radio Technicians and Vehicle Service Workers), trousers, jacket, coat, sweater, summer baseball cap, winter hat (no hat shield), and shoes (not issued) in compliance with the provisions outlined in this procedure. Tie with tie bar is optional for Police Interns and Senior Volunteers.

2. Body Armor.

- a. Crime Scene Technicians and police interns shall wear their Department issued body armor at all times during the course of their duties.
- b. Police volunteers will have the option of wearing body armor.

3. Non-Uniformed Civilian Personnel shall:

- a. Wear appropriate business attire.
- b. Not wear blue jean trousers or jackets (except on casual Fridays or otherwise approved). Emergency Communication Operators are allowed to wear casual attire on Friday after 1700 until Monday at 0800.
- c. Comply with all applicable provisions as outlined in this procedure.

F. SPECIFIC REQUIREMENTS – TRAFFIC SAFETY VESTS

1. All employees working (i.e., directing traffic, investigating crashes, and handling lane closures, obstructed roadways, and disasters) within the right-of-way of a roadway shall wear their Department issued traffic safety vest.
2. Sworn officers working in potentially adversarial or confrontational roles (i.e. traffic stops and searches) are the only exception to this rule.

G. EXCEPTIONS

1. Supervisors may make an exception to this procedure should they believe that a plain-clothed officer's safety could be compromised or a criminal investigation harmed by the wearing of body armor.
2. Exceptions to any of the provisions of the Dress Code not addressed by this procedure must be requested in writing through the chain of command

with recommendations to the Chief of Police.