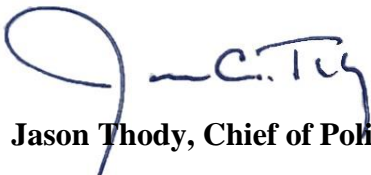
	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	Distribution  ALL PERSONNEL	General Order Number  <b>2.09</b>
		Issue Date  2/27/2024	Reissue/Effective Date  2/27/2024
Order Title:  <b>Uniform Standards and Dress Code</b>	Accreditation Standard:  1.5.6, 3.3.20, 3.5.3	Section  2	
	Section Title Organization and Management		
Rescinds:  G.O. 2.09 (10/22)	 <b>Jason Thody, Chief of Police</b>		

*This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.*

## I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures which delineate the uniform standards and dress code for all officers and employees of the Hartford Police Department.

## II. POLICY

In the daily performance of police functions, it is imperative that members of the Hartford Police Department (“Department”) present a neat, clean, uniform appearance. It is the responsibility of the Department to establish dress and grooming standards that assure the appearance of its members, project a positive image, and does not interfere with or distract from the performance of police duties. Members of the Hartford Police Department shall wear only such uniforms and insignia as prescribed by the Chief of Police.

## III. PROCEDURES

### A. Wearing the Police Department Uniform

Sworn members shall wear the Department uniform only when performing their duties in an official capacity, or when otherwise authorized by the Chief of Police. There shall be no



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deviation from the prescribed Uniform of the Day standard when wearing the uniform except as authorized by the Chief of Police or his/her designee.

1. Sworn members assigned to uniformed duty shall comply with the Uniform of the Day standard during their tour of duty. While on duty, civilian clothing is prohibited from being worn with or covering the Department uniform. All uniformed operations, operations support, and administrative personnel shall wear the proper uniform garments when inside and leaving Headquarters during their shift.
2. Sworn personnel are prohibited from wearing the Department uniform when making guest appearances and attending other functions outside the course of normal duties unless permission is obtained in advance from the Chief of Police or his/her designee. The following should be taken into consideration when approving or denying such requests:
  - a. The appearance must be related to Department operations, functions or programs, or be of a substantial benefit to the Department and the community.
  - b. The subject matter of the appearance or function must bear a significant relationship to the mission of the Department.
  - c. The appearance or subject matter must not impact on the impartiality of the Department.
3. When in uniform, sworn personnel, as official representatives of the Department, shall conduct themselves in accordance with all Department policies, procedures and directives.
4. Partial uniforms may be worn to and from work provided that the identifiable insignia and patches are covered.
5. Semi-covert uniforms (i.e. football styled "police" jerseys, along with baseball style hats) shall only be worn as a "Police" identifier to officers assigned to plainclothes units or a special operations detail. These adaptations shall not be worn as a substitute or addition to the Patrol Uniform of the Day Standard.



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**B. Uniform Appearance Standards:**

1. Uniforms: Shall be kept neat, clean, well pressed and properly fitted at all times. These uniforms shall only be those specified in the Uniform and Insignia Specification Manual. Care should be taken not to wear threadbare or faded items.
  - a. Badges shall be displayed on the outermost garment over the left breast.
  - b. Approved silver (officers) or gold (detectives and above) name tags shall be displayed on the outermost garment over the right pocket or even with the center of the badge when no pocket is present.
  - c. Approved silver (officers) or gold (detectives and above) Hartford Police buttons may replace the two front pocket and two shoulder strap buttons on the short and long-sleeved uniform shirt.
  - d. Shoes and boots shall be all black, clean, and polished. Shoes and boots shall be free of holes and rips, with all black laces.
  - e. All other leather /duty gear and duty equipment shall be black in color and well maintained.
2. Uniform Hats: Issued eight-point style hats shall be worn squarely upon the head so that the visor provides adequate protection for the eyes without interfering with the vision of the officer. The hat must be properly worn, and in close proximity to both the ears and the eyebrows of the person wearing the hat. Baseball style hats shall be prohibited, except as provided for with private job utility uniform, tactical BDU, K-9, motorcycle units, or plainclothes-special operations detail. Uniform hats shall be carried by all uniformed officers and uniformed supervisors during their tour of duty and shall be worn under the following circumstances:
  - a. While attending roll call.
  - b. While assigned to foot patrol or directed foot patrol.
  - c. While on traffic assignment.
  - d. While on fixed post/private job assignment.
  - e. While assigned to special events/details or video media news conference.
  - f. While in attendance at any type of formal or ceremonial occasion, i.e. funeral service, promotions, graduation, etc.
  - g. While out of the cruiser on assignments as described above or of a non-urgent nature for duration of over thirty (30) minutes.
  - h. When working in or around crowds so officers can be easily identified.
  - i. When directed by a supervisor.



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**NOTE:** A supervisor's decision to allow members of a police detail to remove the uniform hat **shall not be based on arbitrary personal preference or comfort issues.** The eight-point hat presents a professional appearance and serves as an important safety component of the police uniform and shall be recognized as such by adherence to the uniform of the day standard.

**3. Knit Winter Caps: November 1 through April 30 or when temperatures fall below 45 degrees**

- a. Issued knit winter caps are permitted to be worn as part of the Winter Uniform under the following circumstances:
  - i. Outdoor uniformed assignments, to include regular field assignments, foot patrols, traffic posts, and crime scenes.
  - ii. Outdoor Private Duty Assignments, and as a substitute for the baseball cap while wearing the One-Piece Winter Jumpsuit.
- b. Issued knit winter caps are strictly prohibited during the following situations or assignments:
  - i. Roll Call.
  - ii. All indoor assignments, to include, but not be limited to, Teleserve, Booking, Civic Center, Walmart, Stop & Shop, bank jobs, nightclubs, other indoor private duty assignments, etc.
  - iii. Parades and other special events.
  - iv. As part of the Dress Winter Uniform.
- c. When wearing the knit winter cap, the Uniform hats (eight-point style hats) shall be readily accessible by all officers and supervisors wearing the Winter Uniform. Lieutenants and above have the discretion to require the wearing of the Uniform hat at any time.
- d. Only Department-issued knit winter caps are authorized. All other knit winter caps are prohibited.



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4. Earrings, Ear posts, or Body Studs of any size or shape pose a safety hazard and shall not be worn by sworn personnel while on duty. This includes any visibly pierced body part(s). Bandages shall not be worn to cover any of the above in lieu of removing such item(s).
5. Jewelry the wearing of chains, bracelets or medallions that are visible to the public is prohibited.
6. Pins or Medallions not specifically authorized in writing by the Chief of Police shall not be worn upon any part of the uniform. No "Shooting" classifications are permitted. Currently, the American Flag pins, the Hartford Police Union Pin, the Field Training Officer pin, the Crisis Intervention Team Pin, the Motor Pin, and authorized Special Teams pins, are approved to be worn above the name tag and centered for those authorized in such capacities. Training pins from the Southern Police Institute, F.B.I. National Academy, and Police Executive Research Forum are also authorized to be worn above and centered over the name tag by those that have successfully completed such training. **No more than two pins may be worn in the authorized area above the name tag at any one time.**
7. Religious head coverings may be worn in accordance with any officer's religious beliefs while the officer is on duty and wearing a uniform or other authorized attire, except when the use of tight-fitting protective headgear is required.

**C. Personal Appearance Standards**

1. Personal Hygiene: Personnel are required to maintain themselves in a manner consistent with normally accepted standards of personal and oral hygiene. Fingernails shall be neatly manicured and not to exceed  $\frac{1}{4}$  inch in length. Nail polish ranging from clear to light shades is acceptable.
2. Personal Grooming – Male Officers
  - a. Hair: Hair must be even on the sides and back. No hair shall lap over or curl over the ears or shirt collar of the uniform. Hairstyles cannot interfere with the wearing of the uniform headgear. Hair must be clean, neatly groomed and of a natural color.
  - b. Sideburns: Maximum length of sideburns shall be to the bottom level of the ear lobe. No flair (mutton chops). Sideburns must be evenly tapered, cut parallel to the ground, and can be no wider than one (1") inch.



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- c. Mustaches: Mustaches must be neatly trimmed and tapered. Mustaches shall not extend beyond the corner of the mouth and be no more than one-half (1/2) inch in length. No handlebar or Fu Manchu type mustaches shall be allowed.
- d. Goatee or Beard: Beards shall be well groomed, clean, and no more than one (1) inch in length. However, beards shall not be permitted if they are in violation of OSHA safety standards when any type of breathing respirator is required. Facial hair may be prohibited by Division/Unit commanders when it could interfere with operational needs or create a safety risk to the officer.

3. Personal Grooming – Female Officers

- a. Hair: Female officers shall wear their hair not to exceed the back "yoke line" of the uniform shirt. The "yoke line" refers to the line on the uniform shirt that crosses the back of the shirt below the neck and across the shoulders. Hair must be worn outside the uniform shirt and must not extend below the "yoke line."
- b. Hair shall be cut above the ears or be pulled back behind the ears. Hair shall not fall beyond the high point of the eyebrow. The intent of this requirement is to prevent a potential obstruction or restriction of vision.
- c. Hair may be pulled back in the form of a "ponytail" or in the style of a "braid". Multiple braids are allowed; however, braids may not contain beads or brightly colored bands.
- d. All "ponytails" or "braids" shall be grouped to the back of the head and centered as best as possible. Overall length of the "ponytail" or "braid" shall not extend below the yoke line of the uniform shirt.
- e. Hair shall not exceed three (3) inches in an outward manner from the head. This measurement in no way refers to allowing hair to extend or drop to the yoke line of the shirt.
- f. Only those items necessary to hold hair in place may be worn. These items shall not be decorative in nature and shall not be made of material that could increase the risk of injury. Accessories should be of a natural hair color, neutral color or colors consistent with the uniform (dark blue or black). Accessories should not be shiny or



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extreme in color so as to jeopardize the safety of the officer. Bows and ribbons shall not be worn.

- g. Hair must be clean, neatly groomed and of a natural color. Hair may be styled and worn in a prudent manner and must follow specifications outlined in this section.

- 4. Wigs: Shall be worn in a manner consistent with hair appearance standards as specified in section regarding "Hair".
- 5. Tattoos: The Chief of Police has the authority to order personnel to cover tattoos that he/she deems as presenting an unprofessional appearance. Personnel shall cover the tattoo with either a flesh tone or navy blue material that matches the uniform shirt or wear a long sleeve shirt in accordance with the Winter Uniform of the Day Standard.
- 6. Plainclothes Supervisor/Detective/Civilian Clothing: Employees required to wear civilian clothing during a tour of duty shall wear such clothing that permits free movement to safely and effectively perform any physical duties associated with police work. When a sidearm is worn and would be in the public's view, outerwear shall be worn over the upper torso at all times to have it concealed unless police markings are clearly visible from the front and back of the officer. However, the clothing should not be restrictive and hinder the officer's efforts to draw their service weapon. Clothing shall be neat, clean and conservative in appearance.
  - a. Plainclothes Dress Standards shall be collared oxford or polo-styled dress shirts and blouses, sweaters, dress pants/skirts, socks/stockings, and leather dress shoes. Neckties, sport jackets, suits, dresses are optional or may be required at the discretion of the unit commander.
  - b. Plainclothes Division commanders, Captains and Chiefs when not wearing the Uniform of the Day, shall wear Professional Business Attire.
  - c. Prohibited Clothing includes but is not limited to: jeans or denim clothing, spandex, shorts, sleeveless shirts, tee shirts, sweat pants, sweat shirts, knit hats, baseball style hats, sneakers or equal, work boots, open-toed footwear, clothing that exposes the midsection, clothing that displays, promotes, or otherwise acts as an advertisement, and oversized logos. Any clothing that is unclean, worn, torn, or deemed inappropriate by the unit supervisor shall not be allowed. When conducting specific, covert tasks, or with supervisory permission, members of the Bureaus are permitted to wear work style clothing, i.e. jeans, work boots, etc. in lieu of the minimal standards set forth and previously listed.





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**D. Uniform Specifications/Duty Equipment:** White shirt requirements for Lieutenants and above are as follows: If it is a field operation, white shirts are not required, except that the Chief may designate otherwise for specific events. For all other activities, which includes, but is not limited to, community meetings and any meeting in which Lieutenants and above are representing the Department, the Chief has discretion. Only white undergarments shall be worn under the white uniform shirt. Tactical Team commanders may wear a navy blue uniform shirt in a tactical environment, as needed. All other sworn ranks shall wear issued navy blue uniform shirts. All ranks shall wear issued navy blue trousers.

It shall be the officer's discretion as to the wearing of the complete winter uniform, or the complete summer uniform. There shall be no deviation from the specified Uniform of the Day Standard, either the complete summer uniform or the complete winter uniform shall be worn.

**1. Winter Uniform:**

- Eight-point hat or trooper cap with hat piece
  - winter cruiser jacket/overcoat/Ike Jacket (optional)
  - long-sleeve shirt
  - black necktie with issued tie clasp
  - uniform trousers
  - black shoes or boots
  - black or navy blue socks when wearing low cut shoes
  - badge, name tag, rank insignia, departmental decorations
  - duty equipment as listed in section D-6.
- a. Use of the Police Overcoat is authorized for personnel assigned to a fixed traffic post, foot beat or private duty when extended exposure to the elements is expected, or for ceremonial functions as directed by the Chief of Police.
- b. The long sleeve shirt shall always remain buttoned at the wrist.
- c. Turtlenecks are permitted with the Winter Uniform of the Day in regular field assignments and outdoor private duty assignments. A black turtleneck may be worn as an option to the uniform necktie under the navy blue uniform shirt only. This option shall be at the officer's preference and not an issued item.
- Turtlenecks are prohibited from being worn with the white uniform shirt. The turtleneck option shall only apply to sergeants and subordinate ranks in regular field assignments and outdoor private duty assignments involving construction and utility repair. All other private





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duty assignments, special events and indoor assignments shall require the uniform necktie.

- The turtleneck is to be worn beneath the navy blue Department uniform long-sleeve shirt with the top button left undone.
- Turtlenecks are prohibited for all indoor assignments e.g. Civic Center, Walmart, Stop & Shop, bank jobs, nightclubs, etc.
- The turtleneck shall be black in color and of a tight knit material. The word "Hartford" shall be double-stitched in gold 1/4 inch letters over the word "Police" double-stitched in gold 3/8 inch letters. All lettering is to be outlined in a one inch x 2-1/4 inch black double stitched rectangular outline on the nametag side of the collar. Turtlenecks must be maintained in good condition and fit snug to the neck.
- Mock turtlenecks are prohibited.

- d. The Police Commando Sweater is approved for optional outerwear for the Spring/Fall and Winter Uniform of the Day in regular field assignments and outdoor private duty assignments. The sweater shall be black in color, V-neck, name and badge tabs affixed to the sweater, and Hartford Police shoulder emblems affixed to each shoulder. Cloth badges and sewn nametags shall be prohibited. Wearing the Police Commando Sweater is prohibited for all indoor assignments. e.g. Civic Center, Walmart, Stop & Shop, bank jobs, nightclubs etc.

**2. Summer Uniform:**

- Eight-point hat
  - short-sleeve shirt
  - uniform trousers
  - black or navy blue socks when wearing low cut shoes
  - black shoes or boots
  - badge, name tag, rank insignia, departmental decorations
  - duty equipment as listed in section D-6.
- a. The top button of short-sleeve shirt shall be the only button left undone.
- b. When wearing summer uniform shirts, only white, black, or navy blue tee shirts shall be visible. No writing or logos shall be visible through the shirt material. Lieutenants and above shall wear white tee shirts when wearing the white uniform shirt.



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**3. Private Job Uniform** – All private duty assignments require the wearing of the complete Uniform of the Day Standard, including the full duty equipment listed in section D-6.

- a. Issued straight batons shall be carried for all assignments in which crowd control is a function of the detail. Issued expandable batons are not a substitute during crowd control situations but may be carried for non-crowd control assignments.
- b. The baseball cap is **prohibited** from being worn with the Uniform of the Day Standard.
- c. The only exception to this private job uniform standard is the Private Job Utility Uniforms listed below.

**4. Private Job Utility Uniform:**

The wearing of a one-piece Winter Jumpsuit and baseball-style cap may be worn as an officer-selected option to the Uniform of the Day Standard only when the Spring/Fall and Winter Uniform of the Day Standards are in effect.

The wearing of the Alternate Road Construction Private Duty Uniform may be worn as an officer-selected option to the Uniform of the Day Standard only when the Spring/Fall and Summer Uniform of the Day Standards are in effect.

**These options shall only apply to private duty outdoor road construction or utility work.** All other private duty and overtime assignments shall require officers to adhere to the regular authorized Uniform of the Day Standard.

These uniforms, and any components thereof, are not authorized for any other assignment including, but not limited to, concerts, XL Center events, board postings such as Walmart and Stop & Shop, parades and other special events, and any regular duty assignment.

If these uniforms are worn in an unauthorized capacity, the officer will be sent home without compensation.

These uniforms are subject to the uniform and appearance guidelines and must be kept clean, neat, and in professional condition as with any other uniform of the Hartford Police Department.



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These alternate uniforms do not allow for light-duty holsters or any other deviation from the duty belt and footwear requirements. This alternate uniform requires an exposed metal name tag and badge, or authorized embroidered name tag and badge, on the outermost garment.

One-piece Winter Jumpsuit:

- a. The jumpsuit shall be one piece and navy blue in color with a Hartford Police shoulder patch affixed to each shoulder.
- b. The baseball cap shall be issued or authorized by the Department and only be worn with the police jumpsuit, by K-9 officers wearing the BDU uniform, motorcycle units while on traffic posts, or by tactical units when utilizing the BDU uniform.
- c. A reflectorized vest shall be worn as the outer garment with the jumpsuit (in case of inclement weather, the reflectorized side of the raincoat may be worn).
- d. All duty equipment, including but not limited to the following, shall be worn with the private job utility uniform:
  - badge, name tag, and rank insignia
  - issued sidearm and issued duty security holster
  - handcuffs and case
  - issued ammunition and three fully loaded magazines
  - issued expandable baton and holder
  - issued radio and holder
  - issued oleoresin capicum and case
  - handcuff key
  - one pair rubber gloves
  - Electronic Control Weapon (ECW), if issued
  - black leather boots

Alternate Road Construction Private Duty Uniform:

- a. This alternate uniform replaces the previously authorized summer jumpsuit.
- b. The alternate uniform consists of the following items, which are brand and model specific and can be purchased, at the officer's expense, through the Hartford Police Union:



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- Shirt: Blauer Style# 8137 (short-sleeve) or # 8147 (long-sleeve) Hi-viz Polo Shirt, Color: Hi-vis
  - Pant: Blauer Style# 8823 (male) 8823W (female), Color: Dark Navy
  - Shorts: Blauer Style# 8842, Color: Dark Navy
  - Socks must be black that extends above the ankle, but not beyond the calf.
  - All black athletic sneakers only with black laces.
  - Hat: Navy Blue baseball cap with embroidered silver or gold current Hartford Police badge on front or flex-fit baseball cap with "Hartford Police" embroidered on front. Department issued or authorized baseball cap.
  - badge, name tag, and rank insignia (embroidered or Department issued metal)
  - issued sidearm and issued duty security holster
  - handcuffs and case
  - issued ammunition and three fully loaded magazines
  - issued expandable baton and holder
  - issued radio and holder
  - issued oleoresin capsicum and case
  - handcuff key
  - one pair rubber gloves
  - Electronic Control Weapon (ECW) if issued
- c. The authorized polo shirt replaces the requirement to wear a reflective traffic safety vest if the shirt is worn without obstruction.
- d. The short-sleeved polo shirt may not be worn over a long-sleeved undershirt.

Specialized unit or tactical unit uniforms are prohibited from being worn to private duty assignments or O.T. assignments. Officers shall wear the uniform of the day unless they are performing the specific function of the specialized or tactical unit.

## **5. Tactical — Special Operations Uniforms**

- a. All tactical and special operations uniforms shall include a name tag (in accordance with section I of this policy) and a Hartford Police Badge (either department issued metal badge or embroidered). The name tag and badge must always be displayed on the outer-most garment.



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- b. The Emergency Response Team, Bomb Squad, and Crisis Negotiation Team shall be the only units allowed to wear BDU style uniforms and caps as an alternative to the Uniform of the Day standard. Duty equipment shall be worn in accordance with each unit's operating procedures.
- c. Motorcycle, Mounted, K-9, Marine, Dive, and Bicycle Units shall wear uniforms appropriate with their duties incorporated into these assignments. These units shall comply with the regular Uniform of the Day standard when working assignments outside of their specialized unit assignment.
  - Leather Jackets are acceptable options for the Motorcycle and Mounted Units while operating within their designated special assignment.

**6. Duty Equipment:**

- Duty belt (nylon or leather) with belt keepers
- issued sidearm and issued duty security holster
- handcuffs, handcuff holder, and key
- issued ammunition and three fully loaded magazines
- issued expandable baton and holder
- radio and holder
- issued oleoresin capsicum spray and case
- one pair rubber gloves
- issued duty helmet and gas mask (full face respirator)
- Electronic Control Weapon (ECW) if issued

Duty Equipment shall be worn in accordance with manufacturer recommendations and/or Departmental training.

**E. Dress Uniform:**

**1. Winter Dress Uniform:**

- Eight-point hat (no fur trooper caps)
- Winter Cruiser or dress jacket
- long-sleeve shirt
- black necktie with tie clasp
- uniform trousers (in good condition and color matching the dress jacket)
- black shoes or boots (no sneaker type footwear)
- black or navy blue socks
- badge, name tag, rank insignia, and departmental decorations



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2. Spring/Fall Dress Uniform:

- Eight-point hat
- dress jacket
- long-sleeve shirt (short sleeve option does not apply)
- black necktie with tie clasp
- uniform trousers (in good condition and color matching the dress jacket)
- black shoes or boots (no sneaker type footwear)
- black or navy blue socks
- badge, name tag, rank insignia, and departmental decorations

**Note:** This Dress Uniform may be worn at the officer's discretion when an enhanced appearance is desired, such as, court appearances, parade and funeral details, public speaking engagements, or other ceremonial details. However, it is not to be worn as part of the regular Uniform of the Day Standard.

3. Summer Dress Uniform:

- white gloves
- eight-point hat
- uniform trousers (in good condition and color matching the dress jacket)
- black shoes or boots (no sneaker type footwear)
- black or navy blue socks
- badge, name tag, rank insignia, and departmental decorations
- Short Sleeve shirt (the top button of the short-sleeve shirt shall be the only button left undone.)
- When wearing the Summer Dress Uniform, only a white colored tee shirt undergarment shall be visible under the short sleeve shirt.

4. Dress jacket/dress blouse specifications - The dress jacket/blouse shall be decorated with only the following:

- a. Metal HPD badge
- b. Badge medal holder and medals (if wearing medals)
- c. Name tag
- d. Rank insignia
- e. The dress jacket/blouse shall not be decorated with service stripes, special team pins or pins/medals over the name tag.



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**F. Spare Uniform Set:** All uniformed personnel are required to maintain one spare Uniform of the Day pant and shirt in their locker for immediate use. All plainclothes personnel shall maintain one complete set of the Uniform of the Day in their locker for immediate use.

**G. Insignia of Rank:** All supervisors are required to wear insignia of rank as specified below.

1. Sergeants:

- a. **Cloth Chevrons:** shall be gold in color with black border and worn centered on the outer part of both sleeves and 6" below the shoulder seam. Cloth chevrons shall be worn on all uniform shirts and outerwear, excluding raincoats.
- b. **Metal Chevrons:** gold plated chevrons shall be worn on all uniform shirts on each collar, with the apex of the chevron on a diagonal from the tip of the collar. Gold metal chevrons shall be the standard  $\frac{3}{4}$ " issue.

2. Lieutenants and Above:

- a. The rank insignia shall be worn on both sides of the collar. The forward edge of the rank insignia shall be centered on and  $\frac{3}{8}$ " parallel to the leading edge of the collar.
- b. When attired in a uniform jacket or sweater, (excluding the raincoat), the rank insignia shall be worn on each shoulder strap (also known as the passant). It shall be centered on each shoulder,  $1\frac{1}{4}$ " from the outer edge.

3. Service Stripe:

- a. One stripe may be worn for each 5 years of service with the Department.
- b. Service stripes shall be gold in color, cloth, and worn centered on the left sleeve of long-sleeved shirts and outerwear (excluding raincoats), 4" from and parallel to the bottom of the cuff. Each stripe shall be  $\frac{1}{4}$  inch by 1 inch in size.

**H. Name Tags:**

1. All uniformed members of the Department shall wear a regulation nametag. This shall consist of first name initial and last name. Officers' nametags shall be a brushed silver finish with a polished edge. Detectives' and supervisors' nametags shall be a brushed gold finish with a polished edge. All nametags are to be  $\frac{5}{8}$ " x  $2\frac{1}{2}$ " in size.





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2. Name Tags shall be worn 1/4" above the right breast pocket, centered on and parallel to the top seam of the pocket flap, on all jackets, coats and shirts. When a double-breasted garment is worn, the nametag shall be worn over the right breast and in line with the center of the badge. Nametags shall be worn on both the uniform shirt and outer garment, when the Uniform of the Day requires an outer garment.
3. Sewn or stitched nametags are prohibited from all Uniform of the Day police shirts, overcoats, sweaters, or dress coats, with the following exceptions:
  - a. Once an officer has completed his/her probationary period, sewn or stitched nametags are permitted on cruiser jackets.
  - b. Tactical and special teams uniforms (including tactical vest carriers), special operations unit uniforms such as marine uniforms, bicycle uniforms, and optional private duty police jumpsuits/alternate private duty job uniforms.
  - c. The lettering shall be block style and 3/4" in height, centered 1/4" above the officer's right breast pocket, and match the yellow color found in the Hartford Police shoulder patch.

**I. Tie Clasps:** Shall be positioned directly below the third button of the shirt, from the top, so as to clasp the black tie to the shirt. Only issued tie clasps are acceptable.

**J. Badge Holders:** Sworn members of the Department when assigned to plainclothes duty shall:

1. While on duty, clip said badge holder to trousers, belt or other suitable area of a garment, where it is visible and readily observed.
2. Ensure when leaving the headquarters building, that an appropriate outer garment covers the badge and its holder. (i.e.: suit or sport jacket, sweater, outer coat, etc.) Under no circumstances shall the badge and holder be visible except as specified in paragraph section J.3 below.
3. When participating in any official police capacity where identification as a police officer is necessary, officers will immediately affix the badge and holder to the most visible part of an outer garment. In cases where mere identification is required, the badge shall be displayed for such time as to reasonably satisfy requirements that an officer has properly identified him/herself.



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**K. Departmental Commendations/Decorations:** Officers who have been awarded departmental commendations/decorations may wear them positioned 1/4" above and centered on the police badge being worn over the left breast of the uniform shirt or outer garment. The darker color on the award bar shall be presented to the wearer's right side.

1. The Detective Robert "Bobby" Garten memorial pin is authorized to be worn on a medal holder directly above the HPD badge. This pin shall be the first medal above the badge.
2. Ribbons/Medals: Ribbons and neck-hanging medals shall only be worn with a dress uniform for ceremonial occasions. When worn, ribbons/medals shall be pinned on the left breast pocket flap of the uniform shirt or dress blouse, centered below the uppermost and the lower pocket seams. Medals that hang around the neck shall be positioned over the shirt and under the dress jacket.

**L. Team or Unit Designation Pins:** Officers who are currently assigned to, or have left in good standing from, a special team, or other unit, i.e. Marine Unit, ERT, Bomb Squad etc., may wear a pin above their issued nametag and centered. Pins shall be no larger than 3/8" x 2" and either silver or gold equating to rank. No more than two pins may be worn at one time (See Section III(B)(5)).

**M. Cloth Sewn Badges:** Sewn or stitched badges are prohibited from all Uniform of the Day police shirts, overcoats, sweaters, or dress coats.

**N. Uniform and Insignia Specification Manual:** The Uniform & Equipment Committee shall maintain a complete uniform specification manual for issued and authorized police garments, badges and insignias. This manual shall be updated and endorsed annually with all current uniform specifications.

**O. Uniform Measurements:**

1. Uniformed members may, in accordance with provisions of the agreement between the City of Hartford and the Hartford Police Union, attend uniform measurement sessions when offered by the Department.
2. The Fiscal Management Division shall schedule each uniform measurement in two sessions. The sessions shall be held not less than three days apart and no more than six days apart.



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**P. Noted Deficiencies:**

1. Deficiencies in appearance standards shall be documented and brought to the attention of the individual immediately.
2. Officers found deficient in any area may be permitted a reasonable amount of time (20 minutes) at the beginning of their tour of duty to correct such deficiency (i.e. polish shoes, shave, repair and/or remove soiled or damaged uniforms or clothing).
3. When noted deficiencies cannot be corrected in a reasonable time, the commanding officer has the authority to send the officer in violation home for that portion of his/her tour of duty with the forfeiture of pay for that period, until such deficiency is corrected (i.e. one hour to correct deficiency will result in being docked one hour of pay, etc.)
4. Failure of any officer to comply with any portion of this order may result in disciplinary action as set forth under Article VIII of the HPD Code of Conduct.
5. Loss and/or destruction of Department-issued uniforms or accessories may result in disciplinary action.
6. **No other deviations or substitutions from this order are acceptable.**

**Q. Manner of Dress for Training**

Unless otherwise indicated on training orders, sworn personnel shall wear either the uniform of the day or business casual attire (i.e. trousers or slacks with a collared or button-down shirt or a sweater) while attending Department training. Denim jeans, hooded sweatshirts, sweatpants, hats/caps and similar clothing is not permitted at training.

While attending training outside of the Department, the Police Officer Standards and Training Counsel Dress Code shall be strictly adhered to unless otherwise directed by the training host.

**R. Manner of Dress for Court Appearances**

Sworn personnel may wear the Uniform of the Day, Dress Uniform, or male officers may wear a suit or sport coat, shirt and tie, and female officers may wear a suit, dress, skirt, or slacks with a blouse or sweater.



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**S. Uniforms, Off Duty**

Sworn personnel shall not wear the uniform off duty except:

1. When traveling to and from duty with badge and patches covered,
2. Employed at a departmentally approved off duty job, or
3. With approval from the Chief of Police.

**T. Available for Emergencies**

All sworn personnel shall be prepared to report for duty attired in a complete and proper uniform. All officers, regardless of assignment, shall maintain their issued straight and expandable batons, and gun belt equipment.



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**U. Non-Sworn Employees – Manner of Dress**

Employees are to wear clothing that conforms to standards of clothing normally worn by office personnel in private business, being in good repair, neat and clean. No articles of clothing with gaudy design, cartoons or slogans, or similar decorations will be permitted (no flip flops or thong type footwear).

**V. Supervisory Responsibilities for Dress Code Compliance**

Supervisors and Commanding Officers shall ensure that sworn Department employees comply with these standards. Department supervisors shall conduct a visual inspection daily to assure that their subordinates are in compliance with all dress code requirements. When a sworn employee fails to comply with these standards, supervisors and commanding officers shall ensure that corrective action is taken.

**W. Uniform/Equipment Repair or Replacement Procedure**

1. A Uniform or Equipment Replacement/Repair Memo shall be used to document the need for issuance or replacement of Department issued uniforms or equipment.
2. The officer shall detail the applicable items needed in the Memo and submit it to their supervisor.
3. The supervisor shall inspect the item and review the request and if the request is approved, forward the form to the Watch Commander for approval. If the supervisor's review results in the denial of the request, the form shall be returned to the officer with the supervisor's findings. The Watch Commander shall forward the approved request for budgetary approval and ordering. The Chief of Police may deny additional equipment for any reason at any time.