



Hendersonville Police Department

General Order



<i>Title:</i> Employee Appearance, Uniforms, and Equipment	<i>Order Number:</i> 209-26
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<i>Accreditation Standard(s):</i> NCLM II-19; CALEA 22.1.6, 41.3.4, 41.3.5, 41.3.6, 4.3.4; NCLEA 1.23, 6.23	<i>Form(s):</i> Addendum A, Addendum B

Purpose

To establish general guidelines on employee appearance, wear of uniforms, and the care of issued equipment of the employees of the Hendersonville Police Department.

Policy

The Hendersonville Police Department will promote uniformity and professionalism in our appearance and will ensure only authorized and serviceable equipment is used. Only those items of clothing and equipment issued or authorized by the Hendersonville Police Department will be worn or carried by employees. Purchasing or otherwise obtaining additional or duplicate items of clothing/equipment, without authorization from the department, is strictly prohibited. (1.23)

Definition

Class A – a uniform to be worn for formal events.

Class B – a uniform to be worn for general duty.

Class C – a uniform to be worn for assignments as approved by the Chief of Police and is not intended for daily wear.

Class D – a uniform worn during special events and off-duty employment.

Class E – a uniform to be worn for sworn staff assigned to a tactical function and may be worn for SWAT training and/or operations and is not intended to be used for daily wear.

Class F – a uniform to be worn by civilian staff.

Training Uniform – a uniform to be worn by employees for approved training subject to the direction given by the instructor and is not intended to be used for daily wear.

Casual Attire – is personally owned clothing appropriate for a professional law enforcement agency.

Business Attire – is personally owned, whether paid for with uniform stipend or not, appropriate for professional law enforcement business.

Full duty belt – includes a black police duty belt, duty handgun, holster, and weapon mounted light, magazine pouch with fully loaded magazines, handcuff case and handcuffs, portable radio with attachment/holster, controlled electronic weapon (CEW) and either chemical spray or collapsible baton, glove pouch, and belt keepers as needed. (4.3.4)

Administrative duty belt – includes a pants belt (black), duty handgun and holster, with or without the issued weapon mounted light. The carrying of additional items is left to the discretion of the wearer.

Honor Guard – a uniform to be worn by sworn staff who are assigned to the Hendersonville Police Department Honor Guard for authorized activities and is not intended to be used for daily wear.

Procedure

General

1. Accommodation to these standards shall be considered on a case-by-case basis where an employee demonstrates an actual medical, religious, cultural, or related request. In such instances, employees must submit a request for accommodation in accordance with City of Hendersonville policy.
2. The Support Services Bureau Commander is responsible for the issuance and collection of all department uniforms, equipment, and related supplies.
3. The SSB Commander is responsible for maintaining a current list of authorized uniforms and equipment for agency personnel in an approved database.
4. The SSB Commander will ensure that all issued uniforms and equipment are entered into the employee's records.
5. Employees will be provided with uniforms and equipment specific to their assignment. Uniforms will be replaced on an as-needed basis.
6. Personnel in selected positions may receive a clothing allowance in addition to provided uniforms allotment.

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7. When changing from one assignment to another, members are responsible for turning in or exchanging uniform or equipment items.
8. All uniforms and equipment issued by the department remain the property of the City of Hendersonville and must be returned upon requested by the SSB Commander, or designee, or another supervisor, when no longer needed for the duties of the assignment, or when damaged, worn, or unserviceable.
9. Employees will only use issued and authorized uniforms, equipment, and accessories while on duty and/or acting in an official capacity.
 - Requests for approval for personally owned equipment will be requested by written memorandum and forwarded to the Chief of Police through the chain of command for consideration.
 - Review and opinion of supervisors in the requesting employee's chain of command will be included with the request forwarded to the Chief of Police for consideration.
10. Employees are responsible for the care, upkeep, and security of issued uniforms and equipment and will take reasonable precautions to ensure all items are used properly, well-maintained, and secured as needed.

Procurement

1. The department will use a specific online store for all uniform and equipment procurement.
2. Sworn Officers are allotted \$400 per fiscal year to purchase replacement uniforms and equipment.
3. Applicable civilian staff are allotted \$250 per fiscal year to purchase replacement uniforms and equipment.
4. Department personnel are expected to manage their dollar allotments throughout the fiscal year and only make purchases as needed.
5. Staff may purchase any item in the department online store without prior approval.
6. Staff may purchase any item in the vendor's full online store only with the prior approval of the SSB Commander, or other Bureau Commander in his/her absence.
7. Staff are financially responsible for any cost overage unless the cost overage is previously approved by the SSB Commander, or other Bureau Commander in his/her absence.

Uniform Committee

Personnel Appearance, Uniforms, and Equipment

1. The Hendersonville Police Department recognizes that a professional appearance is essential to the law enforcement function. Standards have been developed to fulfill operational needs while reflecting a favorable image on the department and police profession.
2. A uniform committee is established to coordinate suggestions, ideas, research, and implementation of initiatives relating to uniforms and attire.
3. The Uniform Committee is facilitated by a designated coordinator with representation from each Bureau and other personnel throughout the department.
4. The Uniform Committee reports to the Chief of Police.

Uniform Classes and Clothing (22.1.6) (41.3.4)

1. Sworn officers will wear the uniform of the day while on duty or when representing the department in any official capacity. Uniforms will be classified as Classes A through E, Training, Honor Guard, Police Chaplain, Casual and Business Attire.
2. Class A – *Executive Sworn Staff*:
 - Navy Blue blouse coat with department patch on left sleeve and US flag on right sleeve, metal badge, rank insignia, metal nameplate, and authorized ribbons.
 - The blouse coat is not always required in this class.
 - The white uniform shirt may be worn without the blouse coat in certain instances.
 - White long sleeve uniform shirt with department patch on left sleeve and US flag on right sleeve, metal badge, metal nameplate, and metal rank collar insignia.
 - Award ribbons may be worn on the long sleeve white shirt centered above the nameplate if the blouse coat is not worn as part of this uniform class.
 - Blue tie with tie pin;
 - White undershirt; (41.3.4)
 - Navy Blue trousers;
 - Black dress uniform shoes;
 - Black or dark grey socks; (41.3.4)
 - White socks may be worn if not visible in the seated position.
 - Navy Blue round service hat with metal hat badge; *and*
 - Full or administrative black leather duty belt.
3. Class A – Sworn Staff (*Lieutenant and below*):

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- Navy Blue long sleeve dress uniform shirt with department patch on left sleeve and US flag on right sleeve, metal badge, metal nameplate, metal collar rank insignia (Lieutenant only), sew-on sleeve rank insignia (*Sergeant only*), metal HPD collar insignia, and applicable award ribbons.
- Blue tie with tie pin;
- Black or white undershirt; (41.3.4)
- Navy Blue trousers;
- Black dress uniform shoes;
- Black or dark grey socks; (41.3.4)
 - White socks may be worn if not visible in the seated position.
- Navy Blue round service hat with metal hat badge;
- Full or administrative black leather duty belt; *and*
- Issued ballistic armor (*optional depending on assignment*).

4. Class B – all sworn staff:

- Issued navy blue uniform shirt (long or short sleeve) with department patch on left sleeve and US flag on right sleeve, metal badge, sew-on embroidered nametape, metal collar or sewn-on sleeve rank insignia (rank dependent);
- Black undershirt;
 - Turtlenecks will only be worn with a long sleeve shirt without logos, markings, embroidery, or embossment visible when worn under the uniform shirt. The letters “HPD” can be embossed or embroidered in silver or gold and visible when worn under the uniform shirt.
 - If an undershirt is worn while wearing the short-sleeve shirt, it will not be visible below the sleeve cuff. (41.3.4)
- Issued navy blue trousers;
- Black nylon or leather pants belt with subdued or silver or brass buckle, or a “hook and loop” type closure;
- Black uniform shoes or boots with black laces;
- Black or dark grey socks; (41.3.4)
 - White socks may be worn if not visible in the seated position.
- Navy Blue round service hat with metal hat badge; *or*
- Issued baseball style hat;
- Full duty belt; *and*
- Issued ballistic armor (mandatory).

5. Class C - all sworn staff:

- Navy Blue polo shirt with sewn-on badge, patch, U.S. flag, and embroidered name: short or long sleeve;
- Black undershirt;

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- If an undershirt is worn while wearing the polo shirt, it will not be visible below the sleeve cuff; (41.3.4) (41.3.4)

- Tan cargo style pants;
- Black nylon or leather belt with subdued or silver or brass buckle, or a "hook and loop" type closure;
- Black or Tan shoes or boots with color-matching laces;
- Black or dark grey socks; (41.3.4) (41.3.4)

- White socks may be worn if not visible in the seated position.

- Full or administrative duty belt; *and*
- Issued ballistic armor (*optional when not in a field assignment*).

6. Class D – Special Event and Off-Duty only, all sworn staff

- Blue and black "bicycle" shirt with sewn-on badge, patch, U.S. flag, and embroidered name: short or long sleeve;
- Black undershirt;

- When an undershirt is worn, it will not be visible below the sleeve cuff; (41.3.4) (41.3.4)

- Black cargo style pants;
- Black nylon or leather belt with subdued or silver or brass buckle, or a "hook and loop" type closure;
- Black shoes or boots with color-matching laces;
- Black or dark grey socks; (41.3.4) (41.3.4)

- White socks may be worn if not visible in the seated position.

- Full duty belt; *and*
- Issued ballistic armor.

7. Class E - Tactical Team Personnel

- Uniform is designated as the tactical uniform as outlined in General Order 1203 – *Special Weapons and Tactics Equipment and Uniforms*.

8. Class F – Non-Sworn Uniformed Staff:

- Polo shirt with the department logo and name: short or long sleeve;
- Button-down shirt with the department logo and name: short or long sleeve;
- White undershirt, if worn;

- When an undershirt is worn, it will not be visible below the sleeve cuff. (41.3.4)

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- Undershirts will not have any logos, markings, or embroidery visible when worn with the outer shirt.

- Trousers as issued or approved;
- Black or brown leather or nylon belt with plain black, silver, or brass colored buckle, or a "hook and loop" type closure;
- Close-toed shoes or boots;
- Dark colored socks or neutral color stockings; *and* (41.3.4)
- Appropriate casual and/or business attire.

9. The Motorcycle Officer Uniform is designated for sworn police officers assigned to motorcycle duties only and consists of:

- Motorcycle helmet - DOT approved with attached radio equipment;
- Eye protection - safety glasses with clear and/or smoked lenses;
 - If the helmet has a protective shield, the wearing of additional eye protection is not required.
- Blue polo shirt with reflective markings, piping, stripes, and patches along with embroidered badge, patches, and other appropriate insignia as approved;
- Motorcycle jacket with reflective markings, piping, stripes, patches, and other appropriate insignia as approved;
 - Motorcycle Jacket is not required for permanent wear and should be worn during periods of cool or inclement weather or at the officer's discretion.
- Full-fingered riding gloves;
- Black undershirt or turtleneck; (41.3.4)
 - Turtlenecks will only be worn with a long sleeve shirt without logos, markings, embroidery, or embossment visible when worn under the uniform shirt. The letters "HPD" can be embossed or embroidered in silver or gold and visible when worn under the uniform shirt.
- Motorcycle pants – All weather with reflective markings; internal padding is required while riding;
- Issued black riding boots;
- Black or charcoal grey socks; (41.3.4)
 - White socks may be worn if not visible in the seated position.
- Full duty belt; *and*
- Issued ballistic armor (mandatory).

10. Honor Guard:

- Uniform is designated as the ceremonial uniform as outlined in General Order 1209 – *Honor Guard Program*.

11. Travel and Training Uniform:

- Classes A, B, C, E (if applicable), and Casual or Business Attire.

Chief's note: *blue jeans, shorts, athletic wear, tank tops, t-shirts, sneakers, sandals, etc., are prohibited unless appropriate for the training and is pre-approved by the lead instructor.*

12. Business Casual Attire:

- Trousers, slacks, or dress pants;
- Polo or button-down style shirt with a collar (female employees may wear a blouse or other professional attire); *and*
- Dress or casual shoes.

Chief's note: *blue jeans; athletic wear; clothing with insignia, embroidery, or markings that are offensive, derogatory, demeaning, or profane; shorts; tank-tops; t-shirts; sneakers; flip flops; etc. are not considered casual attire.*

13. Business Attire:

- Male Employees:
 - Suit or sport coat;
 - Dress shirt;
 - Tie;
 - Dress trousers, pants, or slacks; *and*
 - Dress shoes.
- Female Employees
 - Generally accepted business clothing; *and*
 - Dress shoes.

Chief's note: *blue jeans; athletic wear; clothing with insignia, embroidery, or markings that are offensive, derogatory, demeaning, or profane; shorts; tank-tops; t-shirts; sneakers; flip flops; etc. are not considered business attire.*

Uniform Provisions Specific to Bureaus, Executive Staff, and Light Duty Support Services Bureau

1. The Class B uniform is the normal duty uniform for all assigned sworn personnel.

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- The SSB Commander may, on occasion, **authorize an alternate class of uniform** for specific details, events, or assignments when deemed more appropriate.
2. The Class E uniform is the normal duty uniform for non-sworn staff.
 3. The SSB Commander may authorize personnel wearing the Class B uniform to wear the administrative duty belt in lieu of the full duty belt and, on occasion, forego wearing the issued ballistic armor when engaged in administrative duties.

Criminal Investigations Unit

1. Business attire will be worn by all personnel assigned to **CIU** during normal duties.
 - The **CIU** Commander may authorize other clothing for specific details, events, or assignments when deemed more appropriate.
2. Assigned personnel may wear undercover jackets that have hidden POLICE markings.
3. Personnel assigned to undercover, or drug task force type duties may wear clothing as approved by the **CIU** Commander.
4. Off-duty personnel who are called to a scene may wear a Class B uniform, a Class C uniform, casual attire, or other attire that is appropriate for the conditions while still maintaining a professional image.

Patrol Services Bureau

1. All Bureau personnel will wear the Class B Uniform for regular duties.
 - The PSB Commander may, on occasion, authorize the Class C uniform, or other uniform, for specific details, events, or assignments when deemed more appropriate. The Class C uniform should not be used for regular or extra duty.
2. Patrol personnel also assigned to the Bicycle Unit are authorized to wear the Bicycle Officer Uniform while engaging in Bicycle Unit activities only. Additionally, members of the Bicycle Unit will wear the issued helmet with the chinstrap fastened while riding.
3. Patrol personnel also assigned to motorcycle operations are authorized to wear the Motorcycle Officer Uniform while engaging in motorcycle operations only. Additionally, motorcycle operators will wear the issued helmet with chinstrap fastened while riding.

Executive Staff

1. Members of the Executive Staff are authorized to wear any class of uniform, casual attire, or business attire as deemed appropriate for their duties.

Light Duty Personnel

1. Personnel assigned to light duty will wear business casual attire for the duration of their light duty assignment.
2. Sworn personnel who are unable to carry out the duties of a Police Officer will not carry a department issued gun nor wear a uniform or other clothing identifying themselves as a Police Officer.

Inclement weather and other outer clothing

1. Employees are authorized to wear issued or approved outer clothing during periods of cold or inclement weather. Outer clothing may include:
 - A zipped navy-blue jacket with department patch on left sleeve and US flag on right sleeve, sewn-on badge, nameplate (depending on coat design), and applicable rank insignia.
 - Navy blue or black "Command" sweater.
 - A command sweater is a V-neck or ¼ zip, waist-length, long-sleeve, knitted sweater.
 - Crew neck sweaters are not authorized for wear.
 - Yellow or blue raincoat with reflective striping, POLICE lettering, and badge.
 - Yellow reflective traffic control vest with POLICE lettering.
 - Black or Navy Blue knit hat covering the ears.
 - Only the letters "HPD" or the word "POLICE" may be embossed or embroidered in silver or gold lettering and will be worn covering the forehead of the wearer.
 - Black or Navy Blue "Trooper" fur hat with metal hat badge.

General Guidelines

1. Uniforms and equipment issued by the department are only authorized to be worn in conjunction with official duties pursuant to the employee's job description.
 - Uniforms and garments bearing the insignia of the Hendersonville Police Department will only be worn on duty, engaging in department authorized activities, community events, and/or while traveling directly to and from duty.
 - No part of the distinguishable police department uniform will be worn in public in conjunction with civilian clothing when the employee is off duty.

2. Uniforms, clothing, and equipment are subject to inspection as outlined in General Order 106 - *Inspections* and other applicable written directives at the discretion of supervisors and command officers.
3. All uniforms shall be kept neat, clean, well-pressed, and worn in the intended manner. Leather equipment, including shoes or boots will be black, properly maintained, and free of dirt and debris. Badges, buckles, buttons, and other metallic items will not be tarnished.
4. The metal badge shall be worn affixed to the left breast of the outer most garment.
 - If the outermost garment has a sewn-on badge patch, the pinning of a metal badge is not necessary.
 - Only sworn police officers will wear a badge, patches, or other insignia indicating police officer status.
5. Jackets or shirt collars will not be worn in an upturned position. However, the collar of the coat may be upturned to protect the wearer when exposed to inclement weather for extended periods.
6. Issued and authorized cold weather hats may be worn during extreme weather conditions.

Chief's Note: *While weather and temperatures are subjective to the individual, the uniform worn should generally match the prevailing weather conditions.*

7. Uniform shirts will be properly buttoned and tucked in unless the shirt is designed to be worn outside the belt.
8. Uniform jackets/coats will be zipped and/or buttoned when worn.
9. No visible pin, jewelry, or medal will be worn on, or with the uniform, or in casual attire, or business attire while the employee is working or carrying out duties related to their employment, unless issued and/or approved by the Chief of Police, or meeting one of the following exceptions:
 - Rings may be worn that are of a traditional size and do not contain insignia of any criminal or subversive organization or other insignia that would not be considered professional for a law enforcement employee.
 - One wristwatch or fitness tracker may be worn.
 - Officers may wear silver or gold-colored small ball or disc earrings with a small post.
 - Civilian employees may wear jewelry, with as many as three earrings per ear that are small and do not hang from the ear.
 - Rings, posts, piercings, and the like, will not be worn in any other body part that remains visible while on duty and/or in uniform.

10. Gloves will be dark or neutral in color and free of holes, rips, and tears.
11. When worn in conjunction with any uniform, the tie will be fully clipped over a buttoned collar when in view of the public.

Other Provisions

1. Employees attending any court, judicial or administrative trial, hearing or proceeding will wear the appropriate class of uniform and/or attire as outlined in this General Order and General Order 215 – *Court Attendance and Procedures*:
 - Class A, Class B, Class E, or Business attire are appropriate for court proceedings.
2. Officers performing authorized extra-duty work will wear the Class B uniform unless otherwise **indicated by this policy** and approved by a Bureau Commander or the Chief of Police.
3. Questions concerning details of uniform dress or personal appearance not covered by this General Order shall be referred to the Chief of Police.
4. Employees are responsible for lost, stolen, misplaced, altered, or damaged items. Whenever a loss is attributed to employee neglect or carelessness, the employee may be subject to disciplinary action and/or reimbursement to the City pursuant to department and City of Hendersonville policies.
5. Non-issued items and/or apparel or identification bearing the full or partial name or insignia of the Hendersonville Police Department are prohibited. No employee shall wear, display, purchase, order, contract for, or provide department insignia to any vendor unless expressly authorized by the Chief of Police.
6. Employees will not alter any part of a uniform without expressed permission of the Chief of Police.

Clothing Allowance and Private Purchase of Uniform Items (22.1.6)

1. Select personnel may be given a clothing allowance to be dispersed once during the fiscal year. The amount will be based on the current fiscal year budget as approved by the City Manager and City Council.
2. Consistent with this General Order and applicable policies and practices of the City of Hendersonville and the Hendersonville Police Department, and pending budgetary approval, the department issues most equipment and clothing necessary specific to the duties of each employee.
 - If an employee wishes to use any non-issued item of equipment or apparel, he/she must request approval from the Chief of Police via written memorandum through

the chain of command to include the specifications of the item and the reason it is desired for wear and/or use.

- To ensure uniformity, and to prevent the use of unauthorized or substandard items, the department reserves the right to determine appropriate specifications of all personal equipment and apparel used or worn by employees. Personal equipment and apparel not issued by the department must meet the applicable specifications and must be used only as authorized once approved.
 - The Chief of Police may require a sample of the item and may request that it be tested under conditions typical for department employees.
 - The Chief of Police will determine if the item is to be approved for individual use, be approved for department-wide purchase and use, or not approved.
 - Non-issued equipment or apparel will not be worn without the prior written approval from the Chief of Police.
3. Officers may obtain, at their own expense for use on-duty, any of the following equipment: (41.3.4)
- Gloves that resist cuts and punctures for conducting searches;
 - Pocket knives, which may only be carried in or attached to the inside of a pocket, with a blade not to exceed 3 ½ inches; *and*
 - Sunglasses that do not have mirrored or brightly colored lenses.
4. Repair and/or replacement of approved personally owned equipment or apparel will be considered on an individual basis at the expense of the department.
- Any employee wishing to have any personally owned equipment and/or apparel replaced/repared at the department's expense must submit a written memorandum to the Chief of Police, through his/her chain of command, stating how the equipment and/or apparel was damaged and/or lost.
 - The Chief of Police will determine if the damage and/or loss was duty related and will decide if the agency will pay for the repair or replacement of the equipment and/or apparel.
 - The decision made by the Chief of Police is final.

Prohibited and Restricted Equipment

1. Certain equipment is prohibited from being carried or possessed while an employee is on duty, working an authorized extra-duty detail, engaged in department sanctioned activities, in any form of department uniform or while acting in any official capacity. This includes:
- Blackjacks;
 - Brass knuckles;
 - Weapons, including firearms, magazines, and less-lethal instruments that are not issued and/or approved by the department for official use (small utility-type knives designed for use as a tool are permissible as outlined above);
 - Ammunition other than department issued or authorized; *and/or*

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- Contraband, illegal drugs and alcoholic beverages, except in the performance of duty while taking those items into custody for evidentiary purposes.

Uniform Standards (22.1.6)

1. The Hendersonville Police Department patch will be worn on the left sleeve, centered $\frac{3}{4}$ inch below the shoulder seam on all shirts and jackets.
2. The US flag patch will be worn on the right sleeve, centered $\frac{3}{4}$ inch below the shoulder seam on all shirts and jackets.
3. Sergeant rank insignia patches will be sewn $\frac{3}{4}$ inch below the center of the shoulder patch and evenly centered on both sleeves.
4. Pin on rank insignia will be worn aligned .75" from and along the front edge and centered between the upper and lower edges of the collar. Rank insignia shall be worn on the collar for the rank of Lieutenant and above as pictured in addendum A.
5. HPD collar insignia shall be worn aligned .75" from and along the front edge and centered between the upper and lower edges of the collar as pictured in Addendum B.
6. Nameplates and/or nametapes shall be worn by all sworn personnel. The nameplate/nametape shall be worn on the right side of the shirt and jacket (if adorned with applicable appurtenance), centered and along the top of the breast pocket.
7. Award ribbons shall be worn above the name plate as outlined in General Order 210 – *Employee Awards Program*.
8. The CIT pin may be worn by authorized personnel $\frac{1}{4}$ inch above and centered over the nameplate or award ribbons; whichever is higher.
9. While on duty, officers shall carry, or have in their immediate possession, those authorized uniforms and equipment items necessary for the proper performance of their duties.
10. Members shall not loan any part of their equipment, uniform, official police credentials, access cards, or keys to anyone without the written permission of the Chief of Police.
11. Sworn personnel, regardless of assignment, shall maintain an accessible and serviceable uniform.

Ballistic Armor (NCLM II-19) (41.3.5) (6.23)

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1. Department issued ballistic armor will be worn by all sworn personnel while on duty, working extra-duty details, and engaging in department sanctioned activities under the following circumstances:
 - While wearing the Class B uniform;
 - When on patrol or engaged in any operational field duties;
 - On special operations or when responding to calls for service where there is reason to believe that weapons have been or could be present at the incident location;
 - When engaged in an organized search;
 - During SWAT activations; *or*
 - During any pre-planned, high-risk situations. (41.3.6)
2. Sworn personnel assigned to the Support Services Bureau or Criminal Investigations Unit may be exempt from the issued ballistic armor wear requirement when performing non-operational duties. Personnel are not exempt from the provisions above when engaged in field operations, have the potential for field operations, or involved in those operations with the potential for high risk. (41.3.6)
3. While in the police facility, officers are not required to wear body armor.
4. Officers that do not wear their issued body armor pursuant to an exception as outlined above must have their body armor readily available for use when engaged in field operations.
5. When body armor is worn in an outside carrier, a metal badge or badge patch, and a POLICE patch must be clearly visible to the public.

Uniform Hats

1. When in uniform, officers will wear the formal uniform hat under the following circumstances:
 - While attending formal ceremonies;
 - While wearing the Class A uniform; *or*
 - As directed by any command officer.
2. During special events, the Incident Commander will determine which hats are authorized for wear.
3. At other times, wearing a uniform hat is optional. However, due to the immediate identification and professional appearance the hat can provide, it is preferable that the hat be worn while working outdoor events and athletic contests, while directing traffic in non-emergency situations, and while working a walking patrol assignment.

Footwear

1. Footwear must meet the following criteria to be authorized for uniform wear:
 - Be fully or mostly constructed of black patent or polished leather or acceptable cloth construction, or a combination of both.
 - Be laced but may also have a zipper that aids the wearer when putting on and/or taking off the footwear.
 - Be low-quarter shoe, quarter "Chukka" boot, or full-length duty boot.
 - Have a black leather and/or rubber heel and sole.

Mourning Bands

1. Mourning bands are black or black and blue bands worn as a visible sign of respect for active or retired law enforcement officers at the time of their line-of-duty death or appropriate anniversaries. Officers may wear mourning bands under the following circumstances or when directed by the Chief of Police:
 - Upon official notification of the line-of-duty death of any North Carolina law enforcement officer until midnight the day of the funeral;
 - While attending a retired law enforcement officer's funeral;
 - While attending any law enforcement officer's funeral, in or out of state;
 - While attending any memorial service honoring law enforcement officers killed in the line of duty;
 - On the anniversary, or other date, for a line of duty death of any Hendersonville Police Officer; *and*
 - Following a significant national event involving the death of law enforcement personnel, as determined appropriate by the Chief of Police.

Cellular Phones

1. Employees may utilize personal cell phones while on duty. (41.3.4)
2. Employees are cautioned against carrying or wearing a personally owned cell phone while engaged in police operations.

Chief's note: *The agency will not fund the repair or replacement of any personally owned cell phone when carried in violation of this policy.*

3. Employees must be aware that any use of personal cell phones for official purposes may subject the phone and its contents to review by the department and or release to the public in accordance with the Public Records Laws.
4. Employees will not use a personal cell phone or other personally owned camera to take photos or video at crime scenes or incidents investigated by the department except in rare circumstances where it may be necessary to take an immediate photo with a personal cell phone or camera rather than wait for a department camera to be available.

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- Under those circumstances, a personally owned cell phone/camera may be used.
 - If a personally owned cell phone/camera is used, the officer will submit all photos/video as evidence and then delete the photo/video from the device.
 - All photos/video taken during official duties are the property of the Hendersonville Police Department and will not be shared, copied, or distributed without proper authorization.
5. Employees who are issued a department cell phone are expected to carry it while on duty, have the phone charged, turned on, in an audible alert status, and will adhere to the procedures as outlined in General Order 201 – *Code of Conduct*.

Appearance Standards (22.1.6)

1. All employees are expected to present a professional appearance while on duty.
2. All employees are expected to adhere to accepted standards of good personal hygiene and grooming while on duty.
3. To ensure a professional appearance and personal safety, all on-duty employees, whether in uniform or civilian attire, shall be neatly dressed and groomed in accordance with contemporary conservative standards as determined by the Chief of Police and as specified within this General Order.
4. Supervisors are expected to ensure that on-duty employees under their command present a neat appearance that is within these guidelines.
5. In select situations, employees assigned to special non-patrol functions may deviate from these standards at the discretion of their Bureau Commander.
6. All employees shall adhere to the guidelines as set forth in this order, and when in doubt, consult their immediate supervisor or Bureau Commander before wearing any item or carrying any piece of equipment not specifically mentioned herein.

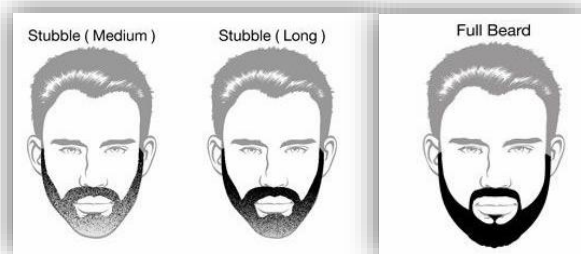
Personal Appearance Hair Grooming

1. All employees' hair must be neat, clean, and well kept.
2. All employees who work in a field assignment must not allow their hair to extend below the top edge of a folded collar when the head is upright in a forward-looking position. Hair will not cover the top of the ears.
3. Hair that naturally extends below the top edge of a folded collar must be worn up and close to the head.

Chief's note: Long hair can pose a significant safety risk for the wearer. Employees should choose a hairstyle that limits a person's ability to harm the employee by grabbing the hair. Buns, braids, or other close styling must remain professional and conservative in appearance.

4. Hair coloring, if used, shall not include unnatural or man-made colors.
5. Except for highlights and/or lowlights, hair may not include multiple colors.
6. No accoutrements shall be attached to the hair.
7. Sideburns shall not extend farther than the bottom edge of the lowest inner ear opening and shall not be more than 1" at the widest part.
8. Mustaches must be trimmed neatly and not extend below the corners of the mouth or beyond the top edge of the upper lip.
9. Employees are authorized to have facial hair under the following criteria.
 - Facial hair that accompanies and adjoins a mustache.
 - Facial hair that forms a continuous and uninterrupted line extending from the area in front of and near the top of one ear to the area in front of and near the other ear. Inconsistent or uneven facial hair in pattern or length is not permitted.
 - Facial hair even in length with a minimum length of ¼" and a maximum length of ½".
 - Facial hair that does not extend above the cheekbone and is neatly maintained to present a professional and well-groomed appearance.
 - Facial hair that is shaved along the bottom edge no lower than ½" past the jaw line.
10. Employees are prohibited from wearing facial hair under the following circumstances:
 - When attending a Basic Law Enforcement Training Program (BLET).
 - When participating in a New Employee Orientation Program (NEOP).
 - When participating in a Field Training Officer Program (FTO).
 - When a member of the Honor Guard Team and actively participating in a ceremony of any kind.
 - When wearing an air purifying respirator in the performance of the Officer's duties. (see GO 614 – Respiratory Protection Program for additional guidance)

Approved Facial Hair Examples



Other Grooming

Personnel Appearance, Uniforms, and Equipment

1. Employees will not wear jewelry that is gaudy, perverse, causes safety hazards, or interferes with normal duties. (22.1.6)
2. Employees will not have an exposed body piercing, to include eyebrow or nose rings, while on-duty, in uniform, or while representing the City of Hendersonville or the Hendersonville Police Department on official business. (22.1.6)
 - Intentional, non-medical body modifications that are noticeable such as split tongues, heavily gauged ear piercings, etc. are prohibited.
3. Facial make up, if worn, shall be conservative, in good taste, and moderate in application. (22.1.6)
4. Fingernails shall be neat, clean, and will not interfere with the functioning of police equipment. Polish, if worn in uniform, should be neutral in color and not have multicolor combinations or designs. (22.1.6)
5. The wearing of heavy perfume or scented lotions should be minimal and not overtly offensive to others. (22.1.6)
6. Employees are not permitted to have exposed tattoos, brandings, or intentional scarring that are offensive, insensitive, profane, distasteful, or vulgar.
 - The Chief of Police is the determining authority if any exposed tattoos, brandings, or intentional scarring reflects the professional image of law enforcement and is, or is not, allowable.
 - Employees may be required to cover any tattoo, branding, or intentional scarring while on-duty or in uniform. (22.1.6)
7. Tattoos, brandings, or intentional scarring on the head, face, neck, ears, or hands are prohibited for all employees.
8. Cosmetic tattoos are allowable.
 - Examples of cosmetic tattoos include eyebrows, eye liner, lip liner, etc.
 - Employees are encouraged to confer with the Chief of Police, the Human Resources Director, or the City Manager prior to getting any cosmetic tattoo.
9. "Wedding band" tattoos on the ring finger of the left hand only are permissible assuming the tattoo is not offensive, insensitive, profane, distasteful, or vulgar.
10. Tattoos, brandings, or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic, or other related intolerances; that promote a partisan political statement or expression; or that portray derogatory or offensive characterizations contrary to the values of this department are strictly prohibited.

Chief's note: *While more culturally accepted today, tattoos do not always exhibit the most professional image in all instances. Employees whose tattoos can be seen while*

wearing the duty uniform are encouraged to consider their assignment and whether the covering of the tattoo(s) is more appropriate.

8. Dental Ornamentation:

- The use of gold, platinum, silver, or other veneer caps for ornamentation is prohibited unless part of undercover operations or assignment.
- Teeth, whether natural, capped, or veneered, will not be ornamented with designs, logos, jewels, initials, etc.
- Unnatural shaping of teeth for nonmedical reasons is prohibited.

Supervisory Staff

See above

Executive Staff

See above

Approved by:



Blair Myhand,
Chief of Police