



# JUNEAU POLICE DEPARTMENT

## POLICY AND PROCEDURES

**Title:** Dress and Grooming Standards

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Approved by:

Derek Bos

Chief of Police

### I. PURPOSE

This policy provides employees with regulations and standards for personal appearance while at work.

### II. POLICY

The Juneau Police Department shall maintain uniform and appearance standards and specifications for all employees. Police employees shall present a neat, clean, well-groomed appearance whether in uniform or civilian attire. There may be assignments within the Department that exclude personnel from the standards of this policy when approved by the Chief of Police.

The Chief of Police or designee may grant authorization on a case-by-case basis allowing an employee's presentation, grooming, or appearance to contrast with this policy.

### III. PROCEDURE

#### A. Grooming Standards – Officers

Sections A through F of this policy shall apply to all sworn staff, Civilian Investigators, and Community Service Officers

##### 1. Hair standards

- a. Hair shall be neat, clean, and well-groomed.
- b. Hair shall not touch the ears or extend below the top edge of the collar.
- c. Hair coloring must be a natural hair color.
- d. Long hair shall be held tightly against the head, so as not to create an officer safety hazard. The bulk or length of the hair shall not interfere with the normal wearing of a standard police uniform hat or helmet.
- e. A maximum of two small barrettes/combs/clips, similar to hair color, may be used in the hair.
- f. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary.
- g. Fabric elastic bands are not allowed.
- h. Other types of hair ornaments are not permitted.

##### 2. Sideburns shall be neatly trimmed and tailored in the same manner as the haircut.

- a. Sideburns shall not extend below a point level with the bottom of the earlobe.
- b. Sideburns shall not flare more than one (1) inch wider at the bottom than the top.
- c. The width of the sideburn shall end with a clean-shaven horizontal line.

3. Facial hair is authorized as follows:
  - a. Mustaches
    - 1) No portion of the mustache shall extend below the lip line of the upper lip.
    - 2) The mustache shall not go beyond a horizontal line extending across the corners of the mouth and no more than one-half ( $\frac{1}{2}$ ) inch beyond a vertical line drawn from the corner of the mouth.
    - 3) The length of an individual mustache hair fully extended shall not exceed approximately one-half ( $\frac{1}{2}$ ) inch.
  - b. Beards
    - 1) Beards must be neat and closely trimmed and connected with a mustache.
    - 2) The length of an individual beard hair fully extended shall not exceed approximately one (1) inch. The length of an individual mustache hair fully extended shall not exceed approximately one-half ( $\frac{1}{2}$ ) inch.
    - 3) Beard lines should follow the natural contours of the officer's facial hair, and skin not covered by the beard should be freshly shaved.
    - 4) The neckline of the beard shall not extend below the Adam's apple.
  - c. Goatees
    - 1) Goatees must be neat and closely trimmed and connected with a mustache.
    - 2) The length of an individual goatee hair fully extended shall not exceed approximately one (1) inch. The length of an individual mustache hair fully extended shall not exceed approximately one-half ( $\frac{1}{2}$ ) inch.
    - 3) The goatee shall not go beyond one-half ( $\frac{1}{2}$ ) inch past a vertical line drawn from the corner of the mouth and shall end no more than one inch below the jaw line.
    - 4) Skin not covered by the goatee should be freshly shaved.
  - d. Limitations
    - 1) No other types of facial hair are allowed. This includes but is not limited to, chops, chin straps, soul patches, or any other facial hair that has unnatural lines or designs.
    - 2) The officer shall notify their supervisor in writing of their intent to grow a beard or goatee at least one full day before the start of their shift.
    - 3) Notice to the supervisor is not needed if the mustache, beard, or goatee is fully formed when the officer arrives at work. For example, if an officer grows a beard or goatee while on extended annual leave, they do not need to provide notice before returning to work.
4. Fingernails
  - a. Shall be clean and conservative
  - b. Shall not extend more than  $\frac{1}{4}$  inch beyond the fingertips
  - c. Nail polish shall be clear or of a light conservative color.
5. Cosmetics
  - a. Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features.
  - b. Lipstick colors shall be conservative and complement the individual.
6. Visible tattoos
  - a. All visible tattoos must be authorized to be displayed by the Chief of Police or designee.

## **B. Uniform Standards – Officers**

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1. The Department shall issue a Class A and Class B uniform to all sworn and Community Service Officers.
  - a. Any alterations to uniforms or substitutions in equipment must be approved by the Chief of Police.
2. The Administrative Officer is responsible for maintaining a proper inventory of uniforms and associated equipment.
3. Officers will wear the uniform of the day when reporting for duty.
  - a. Combinations of uniform and civilian attire are not permitted unless authorized by the shift supervisor in order to accomplish work assignments.
4. Alterations to uniforms shall be limited solely for the purpose of fit.
5. When appearing in court, officers shall wear a long-sleeved uniform shirt and tie, or business attire, except as follows:
  - a. When last-minute notification is made.
  - b. While on duty and working in a patrol-related function, during the time of a court appearance.
6. Class A uniform (special events) Option 1
  - a. Navy blue trousers
  - b. Long-sleeved navy-blue shirt (sworn)
  - c. Long-sleeved gray shirt (Community Service Officers)
  - d. A navy blue, four-in-hand tie with a clip-on, breakaway feature
  - e. JPD tie bar or the issued JPD tie tack
  - f. Approved black leather footwear
  - g. Class A hat
  - h. Leather gear with duty weapon and holster, magazine holders, and one handcuff case.
  - i. Badges, service bars, and name plate
  - j. White gloves when directed by management
7. Class A uniform (special events) Option 2 for Sworn
  - a. Navy blue trousers
  - b. Long-sleeved white shirt
  - c. Navy blue blazer
  - d. A navy blue, four-in-hand tie with a clip-on, breakaway feature
  - e. JPD tie bar or the issued JPD tie tack
  - f. Approved black leather footwear
  - g. Class A hat
  - h. Badges, service bars, and name plate
  - i. White gloves when directed by management
  - j. Class A Uniform Option 2 attire will not be provided to officers and sergeants by the Department but can be purchased at the employee's expense.
8. Class B uniform (uniform of the day)
  - a. Navy blue utility trousers
  - b. Short-sleeved or long-sleeved navy-blue utility shirt for sworn officers or gray shirt for Community Service Officers
    - 1) Open collar

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- 2) For the short-sleeved shirt, the undershirt shall be t-shirt style; black or white for sworn officers and gray for Community Service Officers. A black mock turtleneck may be worn under the long-sleeved Class B uniform shirt.
    - 3) The sleeve of the undershirt shall not extend beyond the sleeve of the uniform shirt.
  9. Uniform raingear of authorized design may be worn under appropriate weather and lighting conditions.
  10. Uniform footwear – shall be clean and shined when reporting to duty.
    - a. Black boots
      - 1) Smooth leather that will accept polish; or
      - 2) Smooth leather in combination with black fabric; or
      - 3) Permanent shine type leather.
      - 4) Snow machine or “bunny boots” of a solid color may be authorized by a supervisor or worn on the officer’s initiative in exigent circumstances.
      - 5) Cowboy-style, square-toed boots, boots with an excessive heel and boots with straps, contrast stitching, or other ornamental features are prohibited.
    - b. Black, plain-toe, smooth leather shoes that will accept polish.
    - c. In conjunction with Class B uniform only, black rubber or neoprene style waterproof boots may be worn at the officer’s discretion during inclement weather.
  11. Headwear
    - a. Class A Uniform hat.
    - b. Black or navy blue watch caps or headbands (no logos) may be worn at the officer’s discretion during inclement weather.
    - c. Authorized navy blue “baseball” style hat when in the class B uniform.
      - 1) The baseball hat should not be worn indoors, except in the course of enforcement duty.
  12. Belts and leather gear
    - a. A leather gun belt and leather accessories – black basket weave or plain black.
    - b. When in Class B uniform, officers are permitted to use a nylon belt as described in section B.15. Approved Kydex accessories may be worn with an approved nylon belt or on an approved external vest carrier. Nylon belts shall be black in color.
      1. The Administrative Officer will maintain a list of authorized nylon belts and Kydex accessories that are approved for use. Employees wishing to purchase their own nylon belts or Kydex accessories must ensure that the item they are purchasing is on the approved list.
      2. Kydex accessories shall be black in color and plain in style. Holsters worn with nylon belts shall and Kydex accessories shall be black in color and plain in style.
    - c. Belt buckles on leather belts shall be silver for officers and gold for sergeants and above.
    - d. Trouser belts shall be black, plain or basket weave leather, nylon or nylon / Velcro with a width between one (1) and one and three-fourths (1¾) inches.
  13. Gloves
    - a. Gloves for regular duty shall be black and may be worn only for weather or other reasonable hand protection.
    - b. Extreme cold weather gloves must be navy blue or black and are not limited to leather outer shells.

- c. Gloves issued for Class A uniforms are white.

14. Jewelry and Ornamentation

- a. Jewelry and ornamentation will be worn at the officer's own risk and will not be replaced by the Department if lost or damaged.
- b. On duty personnel are prohibited from wearing visible jewelry or ornaments that require piercing of the body, with the exception of earrings.
  - 1) Officers may wear one pair of small, non-dangling earrings.
- c. Religious or identification type necklaces may be worn while on duty but must be concealed.
- d. Rings will be limited to one ring per finger, with no more than two rings per hand.
- e. Insignias of fraternal organizations and associations may appear only on rings worn on the fingers.
- f. Memorial bracelets may be worn with the approval of the Chief's Office.
  - 1) Officers are cautioned that rings and bracelets can be caught on obstacles and can cause serious injury.
  - 2) Wrist watches are not considered jewelry and may be worn at the officer's discretion.
- g. Eyebrow rings, lip rings, nose rings, or any other type of visible piercing, with the exception of earrings as described above, are not allowed.

15. Optional uniform equipment purchased at the employee's expense

- a. Black overshoes
- b. Navy blue or black headbands or earmuffs
- c. Approved navy blue vest carrier
- d. Navy blue or black headbands and watch caps (no logos) worn during cold weather only
- e. Folding knife worn on the duty belt in a matching scabbard or clipped inside trousers or vest pocket
- f. Rain gear without reflective material but identical to the issued rain gear
- g. Additional handcuffs - black or silver colored
- h. Non-mirrored sunglasses
- i. Black turtleneck sweaters, dickies and mock turtleneck sweaters, and T-shirts that may include an embroidered 'JPD' on the left side of the neck in silver thread for officers and in gold thread for sergeants and command personnel
- j. Black, high-quality flashlight
- k. Black, plain or basketweave key holder
- l. Navy blue authorized baseball hat

**C. Uniform Insignia**

1. Badges

- a. All badges are issued and are the property of JPD.
- b. A badge shall be worn on all outer garments except raincoats and parkas.
- c. The uniform shirt must have a badge affixed at all times, unless covered by an external vest carrier.
- d. A metal badge must be worn on the external vest carrier. A loomed or metal badge must be worn on a jacket.
- e. The badge shall be worn centered over the top seam of the left breast pocket on the outermost garment, plainly visible at all times.
- f. Hat badge on the Class A hat, mounted in the holes provided.

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- g. Badges shall always be clean and bright.
  - h. Badges shall be shrouded for the following periods:
    - 1) Police Memorial Week (week containing May 15) – Sunday 12:01 AM until Saturday at midnight
    - 2) Line of duty death – from day of death through day of funeral, interment, or memorial service
    - 3) Non-line of duty death – from day of death through the day of funeral, interment, or memorial service
    - 4) Other Alaskan agency officer line of duty death – from day of death through day of funeral, interment, or memorial service
    - 5) As directed by the Chief of Police (e.g. fallen federal officer, retired officer death, etc.)
2. Name Tags
- a. Unless covered by an external vest carrier or uniform jacket, the uniform shirt shall have an approved name tag affixed at all times.
    - 1) The name tag shall be positioned centered immediately above the right breast pocket of the uniform shirt.
  - b. All outerwear will have the officer's embroidered first initial and last name, centered above the right pocket.
3. All ranking officers shall display their rank on each side of the shirt collar using appropriate colored metal insignia and positioned consistent with military style, as follows:
- a. Chief of Police – Four (4) gold stars
  - b. Deputy Chief of Police – Three (3) gold stars
  - c. Commander – One (1) gold star
  - d. Sergeant – Chevrons on both sleeves
    - 1) Chevrons shall be gold upon a black felt background.
    - 2) The upper part of the chevrons shall be one half ( $\frac{1}{2}$ ) inch below the bottom point of the JPD shoulder patch.
  - e. Chaplain – Gold cross
4. All officers shall wear the appropriate rank insignia on the epaulet of the jacket shoulder one (1) inch from the outside seam.
5. Sleeve or shoulder patches are mandatory on all outer garments except raincoats and parkas.
- a. The official JPD patch will be worn on both sleeves of all shirts and jackets.
  - b. The patch will be centered on the sleeve one-half ( $\frac{1}{2}$ ) inch below the shoulder seam.
  - c. Service stripes shall be worn level with the upper sleeve button, abutting the crease, of the left sleeve on the long-sleeved uniform shirt.
    - 1) The patch shall have one (1) stripe for every five (5) years of service as a sworn law enforcement officer within the United States.
6. Service bars are to be worn above the right breast pocket just above the name tag.
- a. The wearing of service bars is optional with the Class B uniform.
7. FTOs may wear FTO collar insignia on the Class B uniform in place of the FTO service bar.

8. One municipal longevity pin or other special insignia authorized by the Chief of Police may be worn, centered above the service bars; or if no bars are worn, centered above the name tag on the right side.
9. Official police badges, patches, pins, and other insignia are the property of the Juneau Police Department and remain so even after issued to members and retired members. The Chief of Police may transfer ownership to a retired member or in other situations.
10. Insignia is subject to immediate recall and must be retained for the officer's exclusive use and may not be sold, destroyed, traded, or disposed of in any way.
11. Vendors may be authorized to embroider insignia on civilian clothing, but only with the permission of the Chief of Police.

#### **D. Uniform Equipment**

1. On-duty, uniformed officers shall wear or carry Department-issued equipment including but not limited to the following:
  - a. Approved gun belt and holster
  - b. Primary weapon with which the employee is qualified including appropriate ammunition, magazines, and magazine carrier
  - c. Baton
  - d. Taser
  - e. Portable radio
  - f. O.C. spray
  - g. Body camera
    - 1) It is recommended that officers wear an audio recorder in addition to the body camera in case of equipment failure.
  - h. Assigned Department badge
  - i. Police identification card
  - j. At least one set of approved or issued handcuffs
2. Prohibited Equipment
  - a. Weighted or sap style gloves
  - b. Non-approved impact weapons
  - c. Illegal knives or other weapons prohibited by law

#### **E. Uniform Equipment Issue Procedure**

1. Administrative staff assigned to the Chief's Office will issue uniform items to new employees during regular working hours.
  - a. Uniform items will be issued according to the PSEA contract.
  - b. Uniform items will be recorded in a database. If other staff issue uniform items, it shall be documented and provided to the Chief's administrative staff for tracking and inventory purposes.
  - c. Items that are out of stock and unable to be issued to a new employee will be ordered immediately and furnished to the new employee upon receipt.

2. Administrative staff assigned to the Chief's Office will issue replacement items for equipment that is no longer serviceable, Monday through Friday between the hours of 8 AM and 4 PM.
  - a. Replacement must be pre-approved by the employee's supervisor.
  - b. Equipment may be issued after hours for emergencies only.
3. Employees are responsible for all issued equipment.
  - a. Except at the direction of the Chief of Police, lost items will be replaced only after the concerned employee reimburses the replacement value to the City.
4. Upon separation from JPD, employees will turn in uniforms and equipment to administrative staff assigned to the Chief's Office during normal business hours on or before the first regular work day following the separating employee's last day of assignment.
  - a. Equipment will be checked against the inventory list to ensure all equipment is turned in.
  - b. Contract provisions will be followed when equipment is not turned in.

#### **F. Uniform Standards – Special Operations**

##### 1. CIU Detective Uniform

- a. Officers assigned to the Criminal Investigations Unit will wear the CIU Detective uniform or when authorized, follow the plainclothes officer's dress standards as outlined below.
- b. The CIU Detective uniform shall consist of a blue polo shirt, khaki cargo pants, and black duty shoes or boots
- c. The blue polo shirt will have a badge insignia on the left breast. The officer's first initial and last name shall be embroidered on the right breast in white for officers and gold for sergeants and above. The shirt shall be worn with only the top button open.
- d. Sergeants and above who are authorized to wear the Detective uniform shall wear miniature gold collar rank insignias. The rank insignias shall be affixed from the leading edge of the collar, parallel to the front edge of the collar and centered between the top and bottom edges.
- e. CIU Detectives may wear plain clothes for operational purposes, as approved by their supervisor. Clothing should be professional and appropriate for the environment in which they are operating, such as jeans or cargo-style pants. Pants will be free of holes, and shirts and sweatshirts will be free of holes, unless otherwise approved by a supervisor.

##### 2. DEU Detective Uniform

- a. DEU detectives may conduct investigations in plain clothes to enhance operational effectiveness.
- b. Detectives should wear clothing that blends with the community and does not draw attention.
- c. Clothing should be professional and appropriate for the environment in which they are operating, such as jeans or cargo-style pants. Pants will be free of holes, and shirts and sweatshirts will be free of holes, unless otherwise approved by a supervisor.

##### 3. Civilian Investigator Uniform

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- a. Civilian Investigators may choose to adhere to either the dress standards outlined in Section H of this policy, or they may choose to wear the Civilian Investigator Uniform as outlined below.
- b. The Civilian Investigator uniform shall consist of a gray long or short-sleeved polo shirt, charcoal cargo pants, and black, brown, or gray boots/shoes.
- c. The gray polo shirt will have a badge insignia on the left breast. The Civilian Investigator's first initial and last name shall be embroidered on the right breast in white. The shirt shall be worn with only the top button open.

### 4. Detective Equipment

- a. CIU and DEU Detectives will wear and carry the following equipment:
  - 1) Approved handgun, holster, and ammunition.
  - 2) One spare magazine
  - 3) Badge clipped on a belt, so it is viewable when viewed from the front. Detectives engaged in tactical situations are encouraged to position their badge at the center of their chest to enhance their identification as police officers.
  - 4) Department identification card.
  - 5) When interacting with the public outside the police building, Detectives will also carry handcuffs and a non-lethal force option such as a baton, OC spray, or taser.
  - 6) Issued soft body armor will be worn during operations and search warrant services outside of the department. If hard armor plates are worn, they shall be worn in conjunction with soft armor.
    - a) Hard armor plates will not be worn in place of soft body armor.

### 5. Court Appearances

- a. When appearing in court, members of the Special Operations Unit shall wear a long-sleeved uniform shirt and tie, or business attire.
- b. When a last-minute notification is made to appear in court and the unit members are working during the time of the court appearance, their uniform or dress attire for the day is authorized.

## G. Grooming Standards – Civilian Employees

Sections G and H of this policy shall apply to all civilian staff except uniformed Civilian Investigators and Community Service Officers

### 1. Hair standards

- a. Hair shall be neat, clean, and well-groomed.
- b. Hair coloring must be either a natural hair color or subtle enough to still appear professional.
- c. Wigs or hairpieces shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these regulations.

### 2. Facial Hair is authorized as follows:

- a. Mustaches
  - 1) No portion of the mustache shall extend below the lip line of the upper lip.
  - 2) The mustache shall not go beyond a horizontal line extending across the corners of the mouth and no more than one-half ( $\frac{1}{2}$ ) inch beyond a vertical line drawn from the corner of the mouth.

- 3) The length of an individual mustache hair fully extended shall not exceed approximately one-half (½) inch.
- b. Beards
  - 1) Beards must be neat and closely trimmed and connect with a mustache.
  - 2) The length of an individual beard hair fully extended shall not exceed approximately one (1) inch. The length of an individual mustache hair fully extended shall not exceed approximately one-half (1/2) inch.
  - 3) Beard lines should follow the natural contours of the employee's facial hair, and skin not covered by the beard should be freshly shaved.
  - 4) The neckline of the beard shall not extend below the Adam's apple.
- c. Goatees
  - 1) Goatees must be neat and closely trimmed and connect with a mustache.
  - 2) The length of an individual goatee hair fully extended shall not exceed approximately one (1) inch. The length of an individual mustache hair fully extended shall not exceed approximately one-half (1/2) inch.
  - 3) The goatee shall not go beyond one-half (1/2) inch past a vertical line drawn from the corner of the mouth and shall end no more than one-half (1/2) inch below the jaw line.
  - 4) Skin not covered by the goatee should be freshly shaved.
- d. Limitations
  - 1) No other types of facial hair are allowed. This includes but is not limited to chops, chin straps, soul patches, or any other facial hair that has unnatural lines or designs.
3. Fingernails
  - a. Shall be clean and conservative.
  - b. Shall not exceed more than 1 inch beyond the fingertips.
4. Cosmetics
  - a. Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features.
  - b. Lipstick colors shall be conservative and complement the individual.
5. Visible tattoos
  - a. All visible tattoos must be authorized to be displayed by the Chief of Police or designee.

## **H. Dress Standards – Civilian Employees**

1. All employees will report to work wearing clean, neat apparel.
2. Clothing shall be smart casual and of a conservative color or design. Non-uniformed employees may wear jeans or cargo-style pants. Pants will be free of holes, of a solid color, free of embellishments such as large rhinestones, and will have appropriate fit being neither too loose nor too tight.
3. Shoes
  - a. Shoes will be worn at all times while on duty.
  - b. Shoe attire must be conservative and appropriate for a business setting.
  - c. Open-toed shoes or sandals may be worn.

4. Jewelry
  - a. Shall be conservative and professional.

**I. Custodians – Uniforms**

1. Department custodians shall wear uniforms approved by the Chief of Police.
2. Each custodian shall be issued 3 uniform shirts and 2 pair of uniform trousers.
3. Custodians shall wear the issued uniform in its entirety and may wear it commuting to and from work.
4. Replacement uniforms will be supplied on an “as needed” basis.
  - a. To receive a replacement uniform, the employee must return the old uniform.
  - b. If the uniform has been lost or stolen, the employee must submit a signed statement to their supervisor.
5. The uniform will be maintained properly and will not be worn off duty.
  - a. Clothing will be clean and neat.
  - b. Unauthorized stickpins, patches, or ornaments attached to the uniform are prohibited.
  - c. Belts or suspenders must be worn with the uniform.
6. The Department has a washing machine and dryer and detergent available for cleaning custodian uniforms.

**J. Prohibited Dress and Grooming Styles for All On-Duty Personnel**

1. Clothing that exposes the bare torso or is otherwise provocative
2. Clothing that is offensively tight
  - a. If leggings are worn, they must be paired with a shirt, skirt, or dress that extends beyond the fingertips.
3. Shorts or pants designed for athletic, fitness, or relaxation purposes
  - a. Does not apply to employees involved in physical training exercises.
4. Clothing that exposes the skin of the midriff or lower back.
5. Leather pants
6. Sweat pants
8. Beach style flip-flop sandals
9. Visible jewelry or ornaments that require piercing of the body that are determined by the Office of the Chief of Police to be offensive
10. Lopsided, partially shaved, or asymmetrical hairstyles
11. Foreign material such as beads or other decorative items braided into the hair

12. Heavy perfume or offensive body odor
13. Exaggerated cosmetics
14. Long false eyelashes
15. Visible tattoos that are determined by the Office of the Chief of Police to be offensive.
  - a. Head, neck, face, and ear tattoos are prohibited.