



Lincoln Police Department

Standard Operating Procedures

Integrity, Competency, Fairness



Subject:	Uniform and Appearance	Policy #	A-10
Effective Date:	February 19, 2025	Review Cycle:	2 Years
Distribution:	All Personnel	# of pages:	7
MLEAP:	1.11, 2.13, 7.19		
	<i>Rescinds All Previous Policies Related To This Current Policy</i>		
Issuing Authority:	Chief of Police Lee Miller		

I. POLICY:

It is the policy of this department that members present themselves in a professional manner in accordance with department appearance standards.

Accountability for the proper use and care of department issued equipment shall rest with the employee issued said equipment. New employees will be issued all necessary equipment/uniforms to properly perform their duties. Current employees will be issued new/replacement uniforms and equipment periodically to maintain a professional appearance and ensure safety.

II. PURPOSE:

This policy is to establish the minimum required standards for uniform wear, care, and appearance by members of this department. It will provide uniform regulations and outline the responsibilities of both the employee and the employer. It will also establish standards for procuring, issuing, and maintaining uniforms and equipment.

III. RULES AND REGULATIONS:

- A. All employees are responsible for wearing the proper and complete department uniform in the prescribed manner except when working on an assignment which requires them to be out of uniform. All clothing and equipment will be the style and type approved by the Chief or his/her designee.
- B. Uniforms will be neat, clean and well pressed at all times. Clothing worn will be free from odor, stains and properly stitched and mended at all times. Members will maintain in good order a regulation uniform and all articles of uniform shall conform to department policy. Damaged or lost equipment caused by neglect will result in reimbursement charges and disciplinary action. Poor grooming habits or improper wearing of the uniform or its accessories will be grounds for disciplinary action.
 - a. All employees will immediately report, in writing, any damage or loss to department equipment assigned or used by them. Any defects or hazardous equipment conditions

will also be reported, in writing, to the employee's supervisor as soon as they are observed.

- C. It will be the responsibility of the employee to insure these standards are met when reporting for duty. It will be the responsibility of the shift supervisor to ensure these standards are adhered to by all personnel.
- D. All employees will be required to surrender any department owned equipment in their possession at the time of separation from the department. Failure to return non-expendable items will be cause to withhold final compensation until reimbursement is made.
- E. The Chief of Police shall designate a supervisory officer as the department Equipment Officer. The Equipment Officer shall be primarily responsible for the distribution of uniforms/equipment for all employees. This designation is subject to periodic review by the Chief of Police.
- F. New employees will be issued all necessary uniforms and equipment as prescribed by the Chief of Police.
- G. The Department Equipment Officer shall maintain an equipment inventory for each employee. The equipment inventory will be subject to periodic review and updating. On a yearly basis, the Equipment Officer may issue each employee a copy of his/her equipment inventory to verify what equipment he/she has in his/her possession.
- H. All requests for uniforms or equipment will be requested through their supervisor using the [equipment request form](#). All requests will be reviewed by the Equipment Officer to determine overall need. This determination will be based, in part, on prior purchases and officer equipment inventories. Officers will only be issued equipment/uniforms beyond the normal limit in extreme circumstances such as loss or damage. Any such situation will be subject to review by the Chief of Police or his/her designee.
- I. Ballistic Vests
 - 1. Ballistic vests will be issued to all officers, both full and part-time. All issued vests will be NIJ compliant and meet or exceed standards for threat level II.
 - 2. Ballistic vests will be worn at all times while the officer is in uniform. Any exceptions require the approval of a Supervisor.
 - 3. Ballistic vests may be worn under or over the uniform shirt. In either case, it shall be worn with an approved carrier for the particular application.
 - 4. Ballistic vests will be worn by all uniformed and non-uniformed officers, without exception, while engaged in pre-planned high-risk situations. High-risk incidents include, but are not limited to the execution of search warrants and drug raids.
- J. Two standard types of uniforms will be recognized by this department;

- 1. Long sleeved shirt.

- A. Long sleeved shirts will be worn with the collar button buttoned along with a prescribed clip-on tie and tie bar or with collar opened and a black or navy blue turtleneck or shirt mock turtleneck underneath. Sleeves will be fastened at the cuff. Long sleeved shirts will not be worn with the sleeves rolled up.

- 2. Short sleeved shirt.

- A. Short sleeved shirt shirts will be worn with the collar button unfastened and the collar opened so that a plain white, navy blue, or black undershirt is visible.

Shirts (General)

All shirts will be worn with all fasteners provided fastened. Broken or missing fasteners will be promptly replaced by the possessing employee.

Outer Vest Carrier

Uniformed personnel are authorized to wear an external vest carrier over their uniform shirts.

Headwear - Hats

The police hat will be optional and at the discretion of the officer. Officers will be issued a baseball cap and a dress hat.

Hat Bands

Hatbands will be silver in color for all personnel below the rank of Detective. All other cap bands will be gold in color.

Badges and Insignia

Department prescribed badges will be worn by all personnel. Badges will be worn on the left side of the outer garment at all times. If no location is provided, the badge will be centered over the left breast pocket with the bottom of the badge touching the upper seam of the pocket. Hat badges will be worn on the space provided on the hat. All other insignia will be worn as prescribed and approved by the Chief or his/her designee.

- K. Identification - Every employee will be issued a department identification card. Employees will prominently display such cards whenever the employee's identity may be questioned. Identification cards will be displayed only in conjunction with official actions.
- L. Nametags – Name-tags will be worn over the right breast pocket, parallel to and above the top seam of the pocket flap, with the bottom of the nametag touching the top seam of the flap. Nametags will be of the type issued or approved by the department. The surface shall match the allowed color of trim of the uniform cap and badge.
- M. Shoulder Patches - Shoulder patches as issued or approved will be worn centered on the sleeve with the top of the patch 1/2" (one-half inch) below the shoulder seam. Patches will be similarly placed on all outer garments.
- N. Chevrons - Sergeant chevrons as issued or approved will be worn centered directly below the shoulder patch with the upper point of the chevron (one-half inch) below the lowest point of the shoulder patch.
- O. Collar Brass - Collar brass as approved or issued will be worn on both collar points. Dependent upon the uniform of the day, collar brass will be worn at the discretion of the Chief of Police.

- P. Belts - Garrison and Equipment - A garrison or waist belt will be worn with the uniform trousers at all times. The garrison belt will be black leather, or nylon of at least 1" (one inch) in width. The equipment belt will be black in color and shall be worn at all times when wearing the uniform, except when assigned to station duty. The accessories required and allowed on the equipment belt will only be those approved by the Chief of Police or his/her designee.

Other accessories may be approved by the Chief of Police and shall be worn in the manner prescribed.

- Q. Foul Weather Equipment - The following guidelines pertain to the wearing of foul weather equipment:
- a. Raincoats. Raincoats will be department issue type only. A matching color hat rain cover may be worn with the raincoat. When a raincoat is worn, the uniform badge will be displayed on the raincoat.
- R. Traffic Vests - All employees who are outside of their cruiser and exposed to traffic shall wear agency-issued traffic vests that meet *ANSI/ISEA 107-2015* specifications. A traffic vest may be a separate piece of clothing worn over the uniform or a reversible outer garment. The vest intends to provide adequate safety for the employee who is directing or is exposed to traffic.
- MLEAP 7.19**
- S. Change of Uniform - Should an employee's uniform become noticeably damaged or dirty in the course of a shift, the employee will inform his shift supervisor. The shift supervisor will provide the employee with adequate time to change into a second uniform. It is strongly suggested that all employees maintain a change of uniform in his/her locker at the headquarters building to facilitate this activity.

- T. Leather Goods - Leather equipment will be kept clean at all times.
- U. Loss, Theft or Damage - Employees will immediately report the loss, theft or damage of any uniform parts or accessories. The loss or theft of any department badge, insignia or identification card must be reported immediately to the shift supervisor at the time of discovery.
- V. Personally, owned equipment will only be used by department personnel after written permission from the Chief of Police or his or her designee.
- W. **Approved Accessories:** The following additional accessories may be worn in the manner prescribed if approved by the Chief of Police or designee: **MLEAP 1.11**
1. Prescription glasses with optional plain band or strap;
 2. Wristwatch with plain band or strap;
 3. Wedding ring, engagement ring, or other approved rings;
 4. Dark glasses with plain frames and non-reflective lenses.
 5. Earrings are permitted if they do not hang from the ear; and
 6. Necklaces may be worn if they are not in plain view.
- X. Personally, owned equipment that is damaged in the course of employment will be repaired by the employer, providing advanced permission to use such equipment has been requested in writing by the employee and written approval from the Chief of Police has been obtained by the employee.
- a. The personal property of an officer located on department property or within a department vehicle is subject to inspection or seizure without notice even if the officer has locked any container or place where the property is kept.
- Y. Wearing of Uniform - Off Duty Situations: The wearing of the police uniform off duty is discouraged in order to uphold the departments and the employees' image and integrity. To avoid any situation where an employee is perceived to be on-duty because of his appearance and he is engaging in inappropriate activity for an on-duty officer, the following guidelines are to be observed by all personnel.
1. To and from work -The police uniform may be worn by employees only in direct travel to and from the police station or a police duty assignment.
 2. Non-Work Activities - The police uniform shall not be worn by employees in situations that are clearly not police work related; including activities that may be engaged in on the way to, or from work. These activities would include, but not be limited to, social activities, shopping, leisure activities, or any other non-police public activity.
 3. Uniform - For purposes of these guidelines being "in uniform" includes any part of the police uniform which, if visible, would cause a reasonable person to identify the wearer as a police officer.
- Z. Civilian Clothing - Sworn personnel assigned to non-uniform functions and those employees attending District or Superior Court as department representatives are subject to dress code regulations for the purpose of ensuring uniformity, neatness and a professional appearance. Employees not in uniform when on duty or appearing in court will wear the following; Business suit with a dress shirt and tie or slacks and a dress shirt and tie. These items must be in good condition, cleaned and pressed. Female employees under the same circumstances will wear appropriate dress, which parallels these requirements. **MLEAP 2.13**

AA. Detective and Administrative Sworn personnel - Officers assigned to the detective division and administration may wear polo style shirts and BDU style pants while working in Police Station. This attire may be worn by officers attending training/school as well if the academy or hosting agency approves business casual dress.

BB. Unsworn Personnel, who are not supplied uniforms by the department, will be expected to adhere to a code that will ensure uniformity, neatness and a professional image. This section particularly applies to employees whose function includes public contact.

CC. Personal Appearance - The purpose of this policy is to instill confidence in community members through the development of a neat, well-groomed, professional appearance among department employees. Extreme styles of appearance while on duty tends to detract from community confidence and acceptance. At the same time this department wants to allow department employees to adopt contemporary styles of dress and grooming which are in good taste and have wide community acceptance.

1. Hair Styles. All employees will keep their hair neat, clean, trimmed and will present a well-groomed appearance. No extreme hairstyles will be permitted. Judgment as to the extremity of hairstyles for all employees will ultimately rest with the Chief of Police.
2. Mustache, Goatees and Beards. They are permitted but will be neatly trimmed.

DD. Patrol Vehicles - At the beginning of a tour of duty, patrol vehicles, marked and unmarked, will be inspected by the employee who is operating that vehicle for the assigned shift. In cases where vehicles are assigned on a semi-permanent basis to an employee, that employee will be held responsible for inspecting that vehicle daily, before beginning operation for the day.

a. Vehicle inspection will include at a minimum: Exterior inspection for:

- Cleanliness
- Body damage
- Tires - proper inflation and damage
- Proper functioning of headlights,
- Taillights, turn signals, parking lamps
- Emergency lights

Interior inspection for:

- Cleanliness
- Fire extinguisher
- Traffic vest
- First aid kits
- Rifle and ammunition
- Communications equipment
- Video system
- Radar equipment

Any defects, damage, or missing equipment will be immediately reported, in writing, to the supervisor on duty. Failure to report damage or defects will create the presumption that the employee inspected the vehicle and found no damage or defects. The employee, in this case, will be held responsible for the damage or equipment shortage.

- EE. Vehicle Inspections – Will be conducted on a monthly by designated person(s), which will be completed on Power DMS
- FF. Special Use Equipment - any equipment, including vehicles used for special assignments, for other than routine use have a documented readiness inspection at least twice annually. This would include but not limited to radar trailers, bicycles, and generators.
- GG. Capital Assets – Any piece of equipment over \$2000 will be inventoried on a yearly basis or as directed by the Chief of Police. The inventory will be dated, and each item will be checked off or initialed to ensure that it has been accounted