



NORTHERN LANCASTER COUNTY REGIONAL POLICE DEPARTMENT

- ☒ General Order
☐ Special Order
☐ Personnel Order

Order Number
6.1.44

Subject:

PROCEDURES TO FOLLOW RELATED TO UNIFORMS AND APPEARANCE

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In interpretation of this chapter, the singular shall include the plural and the masculine shall include the feminine and the neuter.					

This order contains the following sections:

6.1.44 Procedures to Follow Relating to Uniforms and Appearance

I. Purpose

To provide the members of the Northern Lancaster County Regional Police Department with a clear understanding of the manner and methods employed in wearing the official uniform of the agency, and appearance standards associated with departmental personnel.

II. Policy

Agency members shall adhere to the requirements specified in this policy regarding procedures to follow relating to uniforms and appearance.

III. Procedures

- A.** Members of the Department shall, while on duty, maintain a presentable appearance; uniform shall be buttoned or zipped, as required, hats shall be worn (except as outlined in this policy), uniforms shall be clean and pressed; shoes shall be shined, and all equipment shall be in presentable condition. Hair shall be neatly trimmed and shall not extend below the collar line; sideburns below the earlobe are not permitted; dark glasses should generally not be worn inside*; male officers may grow a mustache.

B. Quartermaster: A Quartermaster will be designated by the Chief of Police. (S.O. 6.1.44C)

1. Issuance: The Quartermaster is responsible for the inventory and issuance of NLCRPD uniforms, gear, and associated equipment or supplies.
2. Requests by employees: Any requests for agency-issued equipment, gear, or uniforms shall be forwarded to the Quartermaster for review, approval, issuance, and associated documentation.
3. Purchasing: The Quartermaster shall correspond with the Chief of Police or designee for all purchases outside of current inventories.
4. Receiving: The Quartermaster shall be responsible for receiving and inventorying any agency-issued gear, equipment, and uniforms on receipt of the order and when an employee resigns or is no longer employed by the agency.

C. Grooming Standards

1. Male Officers –The hair shall be neatly trimmed at all times. The hair shall be above the collar and shall not extend over the ears. Sideburns shall be neatly trimmed and not extend below the ear lobe. A mustache is permitted. The mustache shall not extend beyond the corners of the mouth and shall not extend beyond the top of the upper lip. No other facial hair is permitted unless specifically authorized by the Chief of Police for investigative purposes.
2. “Exotic” hairstyles such as mohawks, mullets, or graphic art designs shaved into the scalp, hair, or eyebrows are prohibited. (does not include a distinguished “part” of the hair).
3. Make-up or fingernail polish is prohibited for male officers while on duty.
4. Facial hair other than the descriptions above, is prohibited, including beards and goatees. Officers are expected to be clean-shaven when reporting to duty.
5. Female Officers –The hair shall be worn above the collar. It shall be styled in such a manner that it does not interfere with the proper wearing of the uniform hat. Make-up, if worn, shall be of a neutral or subdued color. Brightly colored or black lipstick is prohibited.
6. Employees are prohibited from hair dyes that may shock the conscience. Hair colors should be restricted to those found in a natural spectrum of hair coloring or coloring variations.

D. Body Art - While on duty or representing the Department, all members are prohibited from displaying any body art (tattoos), intentional scarring,

mutilation (to include gauges), or dental ornamentation that is visible without modifications while wearing any uniform of the NLCRPD as outlined in this policy. **(This excludes body art in place before the date of the original issuance of the order (01/01/2012) or on agency members hired before 01/01/2012.)**

1. Officers shall not wear body piercings of any type while on duty or while making an appearance of any type as a representative of the agency.
2. Officers may not have any body piercing of any type which would shock the conscience in plain view, while on duty, or while making an appearance as a representative of the agency.
3. Officers shall not have any visible tattoos extending beyond the areas covered by the agency uniform. A solid black or tan “sleeve” may be worn over the body art when wearing the summer B uniform.
 1. Exception: “Wedding ring” tattoos or other similar markings may be considered reasonable exceptions as approved by the Chief of Police.
4. Officers shall not have any tattoos visible which would shock the conscience.
5. Use of any device designed to stretch or modify the ear lobe, is expressly prohibited unless the device is used as part of a treatment regimen by a licensed medical practitioner.
6. Wearing of tongue studs, or ornamental rings on the face to include the nose and eyebrow, while on duty is expressly prohibited.
7. Departmental employees are prohibited from techniques that may split the tongue to have a “serpent look” used for strictly cosmetic purposes.

E. Jewelry

1. The wearing of jewelry can create safety concerns. Items such as bracelets, necklaces, earrings, and rings should be worn with safety considerations foremost in mind.
2. Male officers are expressly prohibited from wearing ear piercings while on an on-duty status or while making an appearance as a representative of the agency.

3. Female officers shall wear only small studs or loop earrings that pose no threat to personal safety. At no time will earrings be worn that extend beyond or hang from the ear lobe.
4. Officers shall be permitted to wear a necklace representative of their faith. It shall not be visible while in uniform. Officers shall also be permitted to wear a medical ID bracelet or necklace, which is intended to alert medical personnel of an existing medical condition.
5. The Department is not responsible for the replacement or repair of wristwatches, rings, and/or other personal items that may be worn in violation of this order while on duty outside of the corners of the CBA.
6. For purposes related to the health and safety of the officer, there shall be no wearing of body piercings or other items while in on-duty status. This is to allow for emergency medical care and for other highly urgent and exigent medical treatments.

F. Uniforms shall be complete; no partial equipment or uniforms are permitted. During the summer months, a member may wear a short-sleeved shirt without a tie. When wearing the long-sleeved shirt, the uniform tie, or approved mock-style shirt, shall be worn. In addition, tee shirts shall be visible when short-sleeved tieless shirts are worn. Tee shirts shall be a solid white for the white uniform shift for staff (LT or above), or solid black for the tan uniform shirt.

G. Shields (Badges) are to be worn on the outermost garment at all times while in uniform. While not in uniform, and during the course of an arrest, the shield should be displayed, clearly identifying the member as a police officer. Members shall carry their identification card(s) at all times.

1. Retirement: Badges may be issued to retirees after completion of service with restrictions (See S.O.6.1.44A)

H. The Northern Lancaster County Regional Police patch shall be worn on the shoulders of all uniform shirts, sweaters, jackets, and winter coats. Authorized tie clasps, a wristwatch, and one ring (finger type) may be worn. No other items of jewelry, patches, insignia, etc., are permissible.

I. The Uniform of the Day shall be as follows:

Class A:

1. Staff officers (Sergeant and above): Dress coat, Uniform shirt (white for

LT or Chief, tan for Sergeant), black tie, uniform slacks, uniform “crush” style hat, black shoes or boots, Sam Brown belt, duty belt with holster, sidearm, mag pouch, handcuff pouch. Display of badge, brass, ribbons, and special assignments or approved unit insignias.

2. Patrol division and CID – Winter uniform with Sam Brown strap, uniform slacks. No sweaters or fur caps. Display of badge, brass, ribbons, and special assignments or approved unit insignias. Crush style hat

Class B Winter: (Nov 1 – April 15 unless otherwise authorized by the Chief of Police or designee)

- a. Black, standard issue, or approved jacket with badge and shoulder patches displayed.
- b. Long-sleeved NLCRPD uniform shirt with a tie or approved mock-neck shirt with “NLCRPD” insignia.
- c. Winter/year-round trousers
- d. Standard black leather/foot gear/accessories
- e. V-Neck or 1/4 zipper, black, sweater, black (optional) with badge and nameplate.
- f. Uniform hat – Crush style hat
- g. Watch cap – optional for adverse or cold weather
- h. Black Vest with patch insignia (Staff)

Class B Summer (April 16 - October 31 unless otherwise authorized by the Chief of Police or designee)

- a. Uniform Shirt – NLCRPD-issued short-sleeved uniform shirt without a tie, shall have a black tee shirt underneath. Summer / year-round, black, issued trousers. Standard leather/foot gear/accessories. Crush-style hat.

Class C:

- a. Black polo shirt with Regional embroidered patch on the breast, “regional police” on the rear, Kaki, or tan pants, black or brown boots.

Black polo shirts without “regional police” on the rear for administrative staff or when approved.

- b. If an undershirt is worn it should be black (short or long sleeve)
- c. Class C uniforms may be worn for training, special details, or assignments when authorized by the Chief of Police or designee.

J. Issue and Wear of Uniform Items and Accessories

1. The shirt shall be khaki in color, tailored on a form-fitting line, with military creases. There are to be two breast pockets, permanent collar stays, badge tabs, and a lined yoke. The left pocket is to contain a pen/pencil compartment. Shirts will be both long and short-sleeved. The display of badges, patches, hash marks, medals of recognition, chevrons, rank insignia, nameplates, and pens and pencils will be as follows:

BADGE: The badge shall be worn over the left breast pocket, pinned through the badge tabs, and lined yoke.

PATCHES: The Northern Lancaster County Regional Police patch shall be worn on both sleeves of the uniform shirts, sweaters, coats, and jackets, 3/4" below the seam and centered on the sleeves.

HASH MARKS: Hash marks indicate years of service. They will be displayed on the long-sleeved uniform shirt(s), lightweight jacket, and winter coat(s). Each hash mark represents five (5) years of service completed. (Ex: one hash mark, five years; two hash marks, ten years; etc.) They shall be worn on the left sleeve, four inches above the bottom sleeve cuff.

MEDAL OF RECOGNITION: Class A uniform only. Medals of Recognition shall be worn on the uniform, in the agency-approved carrier consistent with the provisions of the general order for awards and recognition.

CHEVRONS: Chevrons indicating the rank of Sergeant and Corporal shall be worn 1/4" below the Northern Lancaster County Regional Police patch and centered on the sleeve.

RANK INSIGNIA (COLLAR): Officers' rank insignia shall be worn on the collar with the outer edge of the insignia bordering the stitching on the collar. Chief of police insignia appropriate for epaulet(s). Rank insignia may be displayed on jacket epaulet(s).

NAMEPLATE: The nameplate shall be worn over the right breast pocket with the bottom edge of the nameplate touching the top edge of the pocket flap and centered over the button.

PENS: Pens shall be displayed (carried) in the left breast pocket in the pen and pencil compartment. No more than two pens shall be carried in the compartment. Black preferred.

REGIONAL POLICE TIE TAC: The tie tack shall be worn centered on the tie with the tack being an inch below the bottom edge of the pocket flaps.

K. Issue and Optional Uniform Items

1. The trousers shall be black, using a modified uniform pattern. It shall have a contrasting stripe, matching the color of the shirt. Patrolman and Sergeants shall have a 1 1/4" stripe and Chief may have a 1" stripe. The length of the trousers shall be such that they meet the top of the rubber heel of the shoe where the leather begins.
2. The tie is to be the traditional four-in-hand, redi-tied, or clip-on, the same color as the trousers (black).
3. The standard issue winter jacket will be black with epaulets, a badge tab, side zippers, a two-way front zipper, and high reflective panel back panel marked "regional police" reflective collar, and a removable liner.
4. Sunglasses: Photo-chromatic glasses in an appropriate color (black, silver, or tan) and style are permitted.
 1. sunglasses are generally not permitted for indoor use unless used for safety purposes.
5. The (optional) raincoat is to be black with a reversible blaze orange or high Viz yellow lining, made of 100% nylon. Both sides are to have badge tabs and access openings for pockets and/or weapons.
6. The issued rainwear consists of a three-part protective system of ANSI Level III Hi-Vis yellow; the system includes:
 1. Outer shell – Hi-Vis yellow
 2. Fleece liner – Hi-Vis yellow
 3. Pants – Hi-Vis Yellow & Black
7. NLCRPD sweatshirts and T-shirts are generally not permitted for on-duty use unless otherwise authorized. They may be worn for training, special details, or other assignments as authorized by the Chief of Police or designee.
8. Specific styles, name brands, etc. of equipment and uniforms will be on the subject of department memoranda. Members should not purchase or order such items before consulting the Chief or his authorized designee.
9. Trial uniforms and gear may be worn or used when approved by the Chief of Police or as approved in connection with recommendations by the uniform committee.

L. Medals of Recognition and Their Order of Precedence

Medals of recognition shall be worn as previously described. They are to be displayed in the order of precedence stated below. Medals of higher precedence shall be worn above and to the officer's right of medals **having** a lower precedence. The Order of Precedence is as follows:

- Medal of Valor Award of Merit
- Medal for Injury in the Line of Duty
- Commissioners' or Chief's Commendation
- Life Saving Award
- Officer of the Year
- Safe Driving Award
- Good Conduct Award
- Advanced Certification Award
- Field Training Officer Award
- Perfect Attendance Award
- Marksmanship Award
- Other as approved by the Chief of Police

M. NLCRPD quilted vest, sweater, fleece, and/or a lightweight jacket may be worn as part of the NLCRPD uniform, to include the following provisions:

1. Color: Must be the same tan or black color as the uniform shirt/jacket that is currently being worn.
2. The official NLCRPD shoulder or breast patch must be securely affixed to the apparel (sewn or pasted, etc.) over the left breast (where the badge would normally be).
 1. If the officer is to spend any length of time outside the vehicle (such as directing traffic at an accident scene), the uniform jacket should be worn instead of (or over) the vest.
3. Sweater(s) must be black (V-neck or zipper) and display the Departmental Badge. The NLCRPD shoulder patch will be worn on both sleeves in accordance with existing guidelines.

N. Traffic vest – The NLCRPD issues traffic vests to officers to wear during periods the officer is outside of the vehicle in direct proximity to roadways for extended periods of time. This vest meets or exceeds ANSI requirements and is marked with the wording REGIONAL POLICE.

O. All issued uniforms and/or equipment including copies of this Guide, are to be returned or otherwise accounted for whenever an officer leaves the employ of the Department. All items not returned or satisfactorily accounted for will be charged to the leaving employee at the replacement value.

- a. In addition, members shall maintain this Police Guide by making amendments, corrections, etc., when directed by the Department; no other writings or changes shall be made in this Guide nor shall it be marked in any fashion, unless directed.

P. Uniform Hat – “Crush” Uniform Cap(s) with issued hat badge. Baseball hats are prohibited.

1. Chief & Lieutenant: The crown shall be a black color, same as the uniform trousers; the visor strap will be a gilt-gold color.
2. Corporal & Sergeant: The visor strap shall be silver in color.
3. Officers: The crown is to be the same as above, the visor strap and visor shall be black.
4. Uniform hats shall be worn at all times with the following exceptions:
 1. Emergency scenario
 2. While operating a patrol vehicle
 3. As authorized by a patrol supervisor. Supervisors shall be accountable for appropriate wear.

Q. Service Weapon & Gear

1. The issued weapon shall be a Glock duty weapon along with three magazines. All of the issued weapons are to be 9mm calibers, owned and issued by the department.
2. The issued ammunition shall be 9mm calibers by manufacturers determined by the Department.
3. Leather gear (plain type) shall be issued and consist of a belt, holster, magazine pouches, handcuff case, impact device, electric incapacitation holder, pepper holder, and belt keepers.

R. Special Assignment: Officers assigned to specialized details may wear department-supplied coveralls, Class C, or alternative BDU wear. Typical applications for this attire include training, accident reconstruction, commercial vehicle inspection, or crime scene processing functions, or as approved by an agency staff member.

1. **SERT-assigned:** operators or negotiators may wear SERT-assigned uniforms to SERT training and SERT-assigned functions in accordance with Lancaster County SERT policy and procedure.

2. **Manheim Auto Auction:** assigned officers shall wear the same

uniform as the patrol function: Exception - Officers working the 0800-1800 shift or training or special detail may wear Class C uniform when approved. A ballistic vest and duty gear are required.

3. **Bike Patrol:** When assigned to bike patrol, officers may wear black shorts or pants, department-issued blue uniform shirts and jackets, with reflective materials, shoulder patches, sewn badges, helmets, and black gloves. Black, appropriate footwear. Helmets must be worn. A ballistic vest is required. Uniform gear may be vinyl or as approved.
- S. **Patrol Sergeants:** Patrol Sergeants have both administrative duties as staff members and patrol responsibilities. The uniform worn should represent the primary function of the day as outlined in this policy.
- T. **Criminal Investigators** assigned to CID shall generally be attired in a business suit, sportcoat, slacks, and or shirt and tie. There may be situations where a more casual appearance is necessary and acceptable; these situations will be addressed on a case-by-case basis.
- U. **Training** attendees shall generally be attired in a business suit, sports coat, slacks, and tie. There may be situations where a more casual appearance is necessary and acceptable; these situations will be addressed on a case-by-case basis (examples are firearms or similar training where business attire would be undesirable) as approved by an agency staff member.
- V. **Administration** – Officers with the rank of Sergeant or above may be permitted to wear a business suit, sports coat, slacks, and a tie for business-related functions when authorized by the Chief of Police or designee.
- W. **Outer ballistic vests** may be permitted for use by members of the administrative staff (Sergeant and above), CID, or specialized units when responding to a police event and or when needed for a call for service outside of their normal police function or assignment. The use of outer vests for standard patrol functions is prohibited.
- X. ***Officers appearing for court or MDJ hearings must be attired either in uniform or business suits, or sports coat, slacks, button shirt with tie, or suitable business attire. This includes appearances while on an off-duty basis.***
- Y. **Uniform Committee:** Established and assigned by the Chief of Police for review of gear, equipment, and uniforms to ensure safety, compliance, and standards. (S.O. 6.1.44B)

Date: December 11, 2024

By Order of:



Joshua P. Kilgore
Chief of Police

