



ORONO POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

Subject:	Uniform and Appearance	Policy #	A-10
Effective Date:	June 3, 2025	Review Cycle:	2 Years
Distribution:	All Personnel	# of pages:	6
MLEAP:	1.11, 2.13, 7.19		
	<i>Rescinds All Previous Policies Related To This Current Policy</i>		
Issuing Authority:	Chief of Police Daniel Merrill		

I. POLICY:

It is the policy of the Orono Police Department that all employees of the department shall present a neat, clean, and well-groomed appearance while on duty. Employees in uniform are to wear the uniform and equipment as prescribed. Civilian employees are to dress appropriately. Supervisory personnel will ensure that the articles of clothing and items specified in this directive are worn as required.

II. PURPOSE:

This purpose of this policy is to establish the minimum required standards for uniform wear and appearance by members of this department. It will provide uniform regulations and outline the responsibilities of both the employee and the employer.

III. PROCEDURES:

MLEAP 2.13

- A. Wearing of the Uniform:** All employees are responsible for wearing the proper and complete department uniform in a prescribed manner except when working on an assignment that requires them to be either in a special uniform or out of uniform altogether.
- B. Uniform Appearance and Condition:** Uniforms will be neat, clean, and well always pressed. Clothing worn will be free from odor stains and properly stitched (including appropriate buttons permanently attached) and mended. Members will maintain their uniforms in good order and shall conform to departmental policy.
- C. Reporting for Duty:** It will be the responsibility of the employee to ensure that these standards are met when reporting for duty. It will be the responsibility of the shift supervisor to ensure that all employees adhere to these standards.

IV. TYPES OF UNIFORM:

- A. Class B: Regulation Uniform** for uniform personnel, which includes a **long-sleeved shirt** and insignia (*to have badge and buttons*) with optional tie, an undershirt (if visible, must be white or black in color) or mock turtleneck, and uniform trousers.
- B. Class C: Regulation Uniform** for uniformed personnel, which includes a **short-sleeved shirt** and insignia (*to have badge and buttons*), an undershirt (if visible, must be white or black in

color), and uniform trousers. The sleeves of the undershirt shall not fall below the sleeves of the uniform shirt.

- C. **Class D: Battle Dress Uniform (B.D.U.s)** for uniformed personnel, which include both issues of B.D.U.s, each containing a long sleeve top and trousers. B.D.U.s may be authorized to be worn in the following circumstances: firearms training & qualification, appropriate training (*attended by the Officer*), appropriate details (*worked by the Officer*), executions of search warrants (*with supervisory approval*) and patrol in inclement weather (*with supervisory approval*).
- D. **Uniform of the Day:** The Chief of Police and/or designee will determine when a Class B, C, or D uniform(s) will be worn, and all personnel will wear the designated uniform. The selected uniform is known as the "Uniform of the Day."

V. UNIFORMED PERSONNEL:

- A. **Trousers:** Issued and approved. Trousers shall reach the top of the shoe but shall not touch the ground.
- B. **Shirts:**
 - 1. **General Uniform Shirts:** All shirts shall be worn with all fasteners provided fastened, except the top button of the Class C uniform. The employee shall promptly take appropriate action to replace broken or missing fasteners and buttons.
 - 2. **Shirts - Class B:** Long sleeve shirts may be worn with the collar buttoned along with an (*optional*) approved clip-on tie or open collar with a white or black undershirt or with a mock turtleneck, as indicated above. Sleeves will be fastened at the cuff. Long-sleeved shirts shall not be worn with the sleeves rolled up.
 - 3. **Shirts - Class C:** Short-sleeved shirts shall be worn with the top button unbuttoned. An undershirt shall be worn and, if visible, must be white or black in color. The sleeves of the undershirt shall not fall below the sleeves of the uniform shirt. Uniform sleeves shall not be extended as to touch the Officers elbow crease.
 - 4. **Outer Vest Carrier:** Uniformed personnel are authorized to wear an external vest carrier over their uniform shirts (Class B, C and Class D uniforms). Specially designed uniform shirts may be worn in the case that they are concealed by an outer vest carrier.
- C. **Service Stripes:** Are optional, one service stripe may be worn for each 3-years of full-time police service. They may be placed on either long-sleeve shirts and/or outer jackets.
- D. **Neckties / Tie Pins:** Color shall be as issued and approved. Neckties may be worn when the uniform of the day is Class B uniform. Neckties shall be clip-on ties. The only department-approved tie pins shall be used to clasp the tie. The tie pin shall be fastened to both the tie and the shirt and shall be worn level with the third button from the top of the shirt.
- E. **Footwear:**
 - 1. While in uniform, footwear shall be black shoes or boots with plain toes. Shoe and bootlaces shall also be black and not frayed or worn. Socks shall be black when worn with footwear that allows the socks to be visible whether the employee is seated or standing.
 - 2. Sneaker-type footwear shall not be worn unless when approved by the Chief of Police where such departure is warranted. The sneakers must be approved by the Chief of Police.
 - 3. In all cases except approved sneaker-wear, footwear shall be shined and present a neat, professional, and uniform appearance.
- F. **Headwear:** Traditional police covers (hats) and approved baseball hats are permitted.

- G. **Hat Bands and Hat Badges:** All officers shall have a cover (hat) with appropriate bands and badges. Bands will be gold for Chief of Police, Captain, and Sergeant(s) and silver for Patrol Officers and Detectives. Hat badges shall be displayed in the space for badges provided on the hat.
- H. **Outerwear:** Authorized employees may wear issued Orono Police Department jackets as outerwear. All jackets must have Orono Police Department patches on both shoulders and must have a badge displayed in the appropriate location. Collar Brass for all ranks may be worn on the jacket. The Orono Police Department jacket shall only be worn with the issued uniform. Nameplates are encouraged to be worn with jackets.
- I. **Identification:** Every employee shall be issued a Orono Police Department identification card and shall always carry the card on their person while working for the Orono Police Department. Identification cards may be displayed during official duties/actions. An off-duty officer that interacts with law enforcement in an official capacity shall produce their agency identification.
- J. **Nametag:** Nametags shall be worn over the right breast pocket, centered on the pocket. The bottom of the nametag shall be directly above the top portion of the pocket flap (*unless wearing an outer vest carrier, which would be over the right breast pocket where appropriate*).
- K. **Shoulder Patches:** The shoulder patch shall be worn centered on each sleeve. Orono Police Department patches shall be similarly placed on all outer uniform garments.
- L. **Chevrons:** Chevrons/Collar Brass will be placed on all long-sleeved shirts and short-sleeved shirts and will be worn on outerwear (jackets).
- M. **Collar Brass:** Collar brass will be worn as approved and issued;
1. **Uniform Collar Brass: "OPD"** shall be worn on both collar points of the Class B and C Uniforms. Collar brass will be centered 5/8" from the front of the collar and on the vertical axis 1 3/4" from the collar point.
 2. **Rank Insignia: Chief of Police and Captain:** Rank insignia shall be centered 5/8" from the front of the collar on a vertical axis of 1 3/4" from the collar point.
- N. **Belts:** An agency-issued waist belt shall always be worn with the uniform trousers. The belt tongue will be pointed to the wearer's left. The following accessories shall be worn but not limited to on the respective agency-issued duty belt if the individual has been adequately trained.
1. **Uniform Personnel:**
 - 1) Firearm and agency issued holster, worn on the officer's strong side.
 - 2) Approved handcuff(s) and handcuff case(s);
 - 3) Approved magazines and magazine pouch.
 - 4) Approved expandable baton and baton holder, if authorized. Worn as instructed/required by a baton instructor;
 - 5) Agency issued portable radio and holder;
 - 6) Agency issued chemical agent and holder.
 - 7) C.E.W. in an agency approved holder on the opposite side of the officer's firearm.
 - 8) C.A.T. Tourniquet
- O. **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;
6. Visible body piercings are prohibited;
7. Necklaces may be worn if they are not in plain view.

Note: For purposes of security and personal safety, no additional accessories beyond those listed above may be worn unless authorized by the Chief of Police.

- P. **Raincoats:** If a raincoat has been issued, it shall be the raincoat worn. A hat rain cover shall be the rain cover issued and be worn on agency issued hats. When the raincoat is worn, an agency badge shall be displayed on the raincoat.
- Q. **Gloves:** Gloves may be worn at the employee's discretion if issued or approved. All gloves worn shall be black cloth or leather. Weighted gloves will not be permitted under any circumstances. White gloves for traffic duty or ceremonial duty are allowed.
- R. **Traffic Safety Vest:** All employees exposed to any traffic conditions 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. **Bullet Resistant Vest:** The Orono Police Department will provide ballistic vest to all full-time officers.
1. Field Duty Operations include:
 - 1) Patrol operations.
 - 2) Other duties, which by their nature involve a risk to officer safety.
 2. Officers, regardless of rank, assigned to field duty operations **shall wear** the ballistic vest as an official part of the uniform.
 3. An officer whose primary duties involve investigative follow-up is not required to wear a ballistic vest unless they are assigned to a field duty operation. When not worn, issued armor shall be maintained **READILY AVAILABLE** by all sworn members at work.
 4. Officers whose primary duty involves administrative functions are not required to wear a ballistic vest unless they are assigned to a field duty operation. When not worn, issued ballistic vest shall be maintained **READILY AVAILABLE** by all sworn members.
 5. During agency firearms, training officers (instructors & students) shall wear a ballistic vest while on the firing line.
 6. A ballistic vest will be replaced based on the manufacturer's recommendations.

VI. Maintenance of The Uniform:

All uniformed employees shall maintain their uniforms and uniform accessories in good condition, and always keep them clean and in good repair. Poor grooming habits or improper wearing of the uniform or accessories will be grounds for disciplinary action.

- A. **Uniform Inspection:** Any member of command staff may, at any time, call an inspection of an officer's uniforms to ensure that they are in compliance with the required number of uniforms, that the uniforms have proper insignia, proper patches, are in good, clean, presentable condition, and fit as required by this policy.

- B. **Leather Equipment:** Leather equipment shall always be kept clean and polished. Boots and shoes will exhibit a uniform appearance with the edges of the heels and soles dyed black.
- C. **Metal Surfaces:** Metal surfaces shall be cleaned and polished.
- D. **Change of Uniform:** Should an employee's uniform become noticeably damaged or dirty during a shift, the employee shall notify their immediate supervisor. The shift supervisor may provide the employee with adequate time to change into a second uniform.
- E. **Loss, Theft, or Damage:** Employees shall immediately report the loss, theft, or damage of any uniform part or accessory. 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. The supervisor will ensure the matter is documented and reported through the proper chain of command.

VII. WEARING OF THE UNIFORM:

- A. **Off-Duty Situations:** The wearing of the agency uniform off-duty is prohibited unless approved by the Chief of Police or designee. To avoid any situation where an employee is perceived to be on-duty because of their appearance and is engaging in an inappropriate activity for an on-duty staff member, the following guidelines are to be observed by all employees:
 1. To and from work: the agency uniform may be worn by employees only in direct travel to and from a duty assignment, i.e., work, traffic duty, school functions;
 2. Non-work activities: the agency uniform shall not be worn by employees in;
 - 1) Situations that are not agency work-related. These activities would include, but are not limited to, social activities, leisure activities, or any other non-agency public activity;
 - 2) The procuring of any alcoholic beverage while in agency uniform is strictly prohibited.
- B. **Off-Duty Patrol Vehicle Operation Attire:** Officers, while off-duty and operating an agency vehicle, will be appropriately equipped to effectively perform a law enforcement function and present a favorable image. The officer will have their badge, I.D. card, weapon, ammunition, and handcuffs readily available in the vehicle. Off-duty attire while operating an agency vehicle will be appropriate civilian clothing as described in section *VIII* of this standard operating procedure.

VIII. CIVILIAN CLOTHING: (Sworn and Non-Sworn)

MLEAP 2.13

- A. **Sworn Personnel:** Officers assigned to non-uniform functions & assignments (C.I.D.), attending District or Superior Court, or D.M.V. hearings, and/ or training as Orono Police Department representatives are subject to dress code regulations for the purpose of assuring uniformity, neatness, and a professional appearance and will wear appropriate business attire, unless uniform is an option, and will be required to carry the following equipment:
 1. Department badge and identification card.
 2. Approved firearm, fully loaded.
 3. Handcuffs and key.
 4. Reserve ammunition/magazines (have access to).
- B. **Non-Sworn Personnel:**
 1. Non-sworn personnel who are not supplied uniforms by the agency shall wear appropriate business attire.

2. Employees issued uniforms other than the Uniform of the Day shall comply with all applicable sections of the uniform dress code, except wearing badges, insignia, pins, awards, and other required equipment.

IX. APPEARANCE:

- A. **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 agency employees. Extreme styles of appearance while on duty tend to detract from community confidence and acceptance. At the same time, this agency wants to allow employees to adopt contemporary styles of dress and grooming which are in good taste and have wide community acceptance.
- B. **Hair Styles:** All employees (male and female) will keep their hair neat, clean, trimmed and will present a well-groomed appearance. Male employees' hair will be taper cut or block cut. Hair may not extend past the shirt collar. Hair may cover a small portion of the top of the ear. Sideburns may extend halfway to the base of the ear and will be trimmed horizontally. Flared sideburns are not permitted. No extreme hairstyles, colors, or facial hair within these guidelines will be allowed. Long hair for female employees must be worn in a neat, stylish manner that permits the wearing of the required uniform hat. Conspicuous barrettes, pins, or combs will not be worn.
- C. Neatly maintained and well-groomed beards are permitted. Officers may not report to work unshaven (with recent whisker growth not resulting from the growth of a beard). Judgment as to the extremity of hairstyles and facial hair for all employees will ultimately rest with the Chief of Police.
- D. Visible Tattoos/Brands/Scarification: The display of **offensive** body modification such as tattooing, branding, scarification, etc., is prohibited and will be determined by the Chief of Police. Officers displaying such body modification may be required to wear long-sleeved shirts or other approved covers. Tattoos or further similar body modification to the face, neck, or hands is prohibited.