

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Uniform, Equipment and Appearance Standards</b>	Order Number
		Date
		26.4
		06-24-20

## 26.4 Uniform, Equipment, and Appearance Standards

### 26.4.1 Purpose

Rules of dress and appearance are intended to create a minimum and uniform standard for *employees*, to enhance professional appearance and to present to the public *personnel* who are readily recognizable by their uniforms. They are also intended to contribute to *officer* safety by ensuring that clothing and hair styles present no impediment to performance. While this *order* creates an expected standard, every situation cannot be covered. *Employees should* use common sense, and *supervisors* can issue other *orders* if justified.

### 26.4.2 Uniform, Equipment and Appearance Regulations

- A. All *sworn* and civilian *personnel* must bear in mind that, both on and off the job, they represent our agency to members of the community and our *Department* strives for professionalism in appearance as well as performance. *Officers* and uniformed volunteers and civilians are required to report for duty in full, clean, and pressed uniforms or attire. See the Uniform, Equipment and Appearance Quartermaster List for approved items.
- B. *Supervisors* are responsible for ensuring *employees* under their command maintain a neat and professional appearance.
- C. All uniform and equipment items *will* be maintained in good repair and appearance, not frayed, faded or visibly scratched. *Officers must* maintain sufficient uniform items for daily wear, allowing for uniforms to be laundered, dry cleaned or repaired (including delays in return of items), prior to becoming unserviceable and needing replacement.
- D. On the Quartermaster List where no manufacturer is specified, items that serve a similar function and match approved uniforms and equipment styles can be authorized by the *Chief* or his designee.
- E. Issued uniform and equipment items provided at the *Department's* expense for any assignment and/or safety purpose, remain *Department* property and *must* be returned at the end of the special assignment or leaving employment. Specialty items and equipment issued but not listed herein *will* also be recovered. The Command Staff is responsible to account for and inventory all returned items.



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Upon retirement of an *employee*, whether for years of service or disability, authorization to keep any *departmentally* owned/issued items as memorabilia is at the sole discretion of the *Chief*.

- F. Uniform pants and shoes are to be worn only with the uniform shirt, or while in transit to and from work.
- G. When deemed operationally necessary, *employees* in undercover or specialty assignments *may* wear hairstyles, display tattoos, brands or jewelry and vary from uniform standards otherwise prohibited by this policy with prior approval from the *Chief* or his designee.
- H. *Officers may* wear cargo pants to Firearms or in-house training.
- I. Hair *may* be worn in contemporary style. It *must* be neat, combed, and clean. Hair *will* not have shaved cut design or lines, markings, bowl cut, Mohawk, tail, etc. Hair *must* be of a natural color, but can be dyed from its natural color (hair color *must* be "traditional" such as black, blonde, brown, or auburn).
  - 1. Male/Hair:
    - a. Hair: *will* be worn above the ears and not extend more than 1½" from the side of the head or be lower than the top of the shirt collar at the back of the neck when standing with head in normal posture. No hair accessories are to be worn.
    - b. Sideburns: *may* be no more than 1½" wide at the widest point, measured from the natural hair line nearest the ear and *shall* not extend below the bottom of the ear lobes, cut horizontally and neatly trimmed.
    - c. Mustaches: *must* be neatly trimmed and *may* not extend further than ¼" beyond the corner of the mouth or below the corner of the mouth. Mustaches *may* not be waxed or twisted.
    - d. Facial hair: No portion of facial hair may be exceptionally longer than the rest. Facial hair will not be worn in an extreme unconventional style. Goatees *may* be authorized by the *Chief*. When authorized they *may* not extend more than ½" from the



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edge of the lip or away from the skin, *must* be kept neatly trimmed, and *may* not have any patterns shaved into them. Beards may be authorized by the Chief. When authorized, they shall be worn with a mustache, cheeks shall be shaved above the cheek bone, and the neck shall be clean shaven. Beards will be short, no longer than ½" in length, and may not have any patterns shaved into them. If a beard interferes with wearing a respirator as part of an employee's regular duties, they must shave to ensure employee safety.

2. Female/Hair:
  - a. *May* wear hair tapered along the chin line.
  - b. *May* wear hair over the ears.
  - c. Wigs *may* be worn to comply with regulation.
  - d. *Will* not have shaved heads.
  - e. For *sworn personnel* *will* not be lower than the bottom of the shirt collar at the back of the neck when standing with head in normal posture.
  - f. For *sworn personnel* not more than 1 navy blue or black hair accessory (combs or ponytail holders) are to be worn. Hair accessories *must* be conservative in nature, and *must* not interfere with wearing a ballistic helmet or gas mask.

J. Jewelry:

1. *Sworn Personnel:*

Only conservative watches, rings, medical alert, POW or law enforcement related bracelets or fitness trackers *will* be worn while *on duty*. Not more than one item *will* be worn on each wrist. No other visible jewelry, except for stud earrings for female *officers*, is authorized for *sworn personnel*. Earrings *will NOT* be worn by *sworn male officers*. *Sworn female officers may* wear one pair of conservative post style stud earrings (one in each



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ear) of not more than 1/4" diameter. Gauges, hoops, or dangling earrings are not authorized. Visible body/mouth piercings are prohibited for all *sworn employees while on duty*.

2. *Civilian Personnel:*

Only conservative jewelry *will* be worn while *on duty*. Gauges are not authorized. Visible body/mouth piercings are prohibited for all *civilian personnel while on duty* except for 1/8" or smaller conservative nose studs.

K. Tattoo/Brands

1. While tattoos and brands are worn by personal choice, those visible to the public *may* detract from the professional appearance of individuals and the agency.
2. While *on duty*, or working *off duty* in a police capacity, tattoos *will* only be displayed under the following circumstances:
  - a. Tattoos *may* only be displayed on the arms while in uniform or civilian attire.
  - b. No other visible tattoos are authorized.
3. The visible display of any unprofessional or offensive tattoo or brand, regardless of location, while individuals are *on duty* or working in a police capacity is prohibited.
4. The following includes, but is not limited to, the types of items prohibited by this policy:
  - a. Depictions of nudity, violence, vulgarity, or that are sexually explicit.
  - b. Words or phrases containing profane language.
  - c. Images or words likely to incite a strong negative reaction in any group (i.e., swastikas, pentagrams, etc.)



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- d. Initials/acronyms representing criminal or oppressive organizations (i.e., AB, KKK, SS, gang names, numbers, letters or drawings, etc.).
5. Non-offensive tattoos or brands, otherwise prohibited by this policy due to location, *may* be displayed during *Department*-sanctioned physical fitness and authorized training activities and evaluations.
6. Body markings considered inappropriate that are visible in uniform or plain clothes *must* be suitably covered while *on duty*. Inappropriate or excessive body marking issues *will* be addressed on a case-by-case basis.
7. Jewelry or body markings that are an integral part of a recognized religious organization or practice *may* be worn. Questions regarding the validity of an *employee's* display of such jewelry or body markings *may* be submitted for review to an appropriate religious authority and reviewed by the *Chief*.

#### 26.4.3 Uniform and Equipment Allowance

A. Process:

1. Newly hired *officers will* be referred to the FTO *Supervisor* during initial orientation/FTO.
2. Full time *sworn officers will* receive an annual uniform and equipment allowance of \$1,300.00 at the beginning of the fiscal year. Newly hired *Officers will* receive \$1,800 for their initial purchases. Purchases of uniforms and equipment *will* be deducted from each *Officer's* allowance. There *will* be no carryover of unused funds from one fiscal year to the next.
3. *Officers may* only purchase uniform and equipment items authorized in the Uniform, Equipment and Appearance Manual. Purchases not authorized in the manual, or beyond the *officer's* annual allowance, without prior approval of the *Chief* or designee *will* be the financial responsibility of the *officer* and not reimbursable.



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4. *Officers* are responsible for the regular maintenance of their uniforms. Repairs and replacement of uniforms and equipment *will* be deducted from the annual allowance.

**26.4.4 Issuance of *Body Armor***

- A. Ballistic Vests are reimbursable up to \$1000.00 every 5 years. A date of purchase list is to be maintained by the *Chief's* Administrative Assistant. Purchase of a ballistic vest is approved by the *Chief* or designee.

1. All *body armor* must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
2. *Body armor* that is worn or damaged as a result of work related activity shall be replaced by the agency. *Body armor* that *must* be replaced due to misuse or abuse by the *officer* shall be paid for by the *officer*.

- B. Use of *body armor*

1. *Officers* shall wear only National Institute of Justice approved *body armor*.
2. *Officers* that are assigned to a uniformed function are required to wear *body armor* while engaged in field activities both *on duty* and during *off duty* employment unless exempt as follows:
  - a. When the *officer* is involved in undercover or plain clothes work that his/her *supervisor* determines could be compromised by wearing *body armor*; or
  - b. When the on-duty *supervisor* determines that circumstances make it inappropriate to mandate wearing *body armor*. If this occurs the *supervisor* must submit a memo to the *Chief* through the chain of command before the end of *shift* detailing the circumstances that made wearing of *body armor* inappropriate.
  - c. Uniformed *personnel* assigned to administrative duties that generally require them to remain in the police station *may* elect to not wear *body armor*. Administrative *personnel* should carry their



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*body armor* in their assigned vehicle to ensure it is available when needed.

- d. Detectives are required to wear *body armor* when serving *search warrants*, participating in high risk activities, or planned *arrests*.
- e. All *officers shall wear body armor* at all times while on an active range.

C. Inspections of *body armor*

*Supervisors shall* be responsible for ensuring that *body armor* is worn as required by this policy through routine observation.

D. Care, Maintenance and Replacement of *body armor*

- 1. *Officers shall* routinely inspect personal *body armor* for signs of damage and for general cleanliness.
- 2. As dirt and perspiration *may* erode ballistic panels, each *officer shall* be responsible for cleaning personal *body armor* in accordance with the manufacturer's instructions.
- 3. *Officers* are responsible for the proper storage, maintenance and care of *body armor* in accordance with manufacturer's instructions.
- 4. *Officers* are responsible for reporting damage or excessive wear to the ballistic panels or cover to their *supervisor*.
- 5. *Body armor will* be replaced in accordance with guidelines and protocols established by the National Institute of Justice.