

SALINA POLICE DEPARTMENT GENERAL ORDER		Number M1202
SUBJECT: PERSONAL EQUIPMENT AND APPAREL / APPEARANCE		
EFFECTIVE: 11/15/2025 ISSUED: 11/15/2025 CANCELS:		
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CALEA References: 22.1.6., 26.1.1.		

POLICY

All Department employees must maintain a neat, clean, professional appearance. It will be the responsibility of all supervisors to ensure that the personnel under their command present a professional appearance in conformity with all the requirements established by this and other Department directives. Police officers and uniformed civilians shall be outfitted with the necessary uniforms and equipment to provide a highly identifiable professional police presence in the community.

PROCEDURE

1. Police Uniforms

- 1.1. Police uniforms will be worn by all sworn officers within the Operations Division assigned to the patrol function and by those sworn officers of other divisions and management, as deemed necessary by the Chief of Police
- 1.2. A sufficient change of uniforms and all necessary equipment will be furnished to each sworn officer at the time of his employment, at Department expense.
- 1.3. Police uniforms will be of a uniform type selected from a vendor designated by the Chief of Police.
- 1.4. Uniforms shall be well-fitting with provisions for hot or cold weather. Officers will have the discretion to wear either a short sleeve or long sleeve uniform during their workday.
- 1.5. Attachment A outlines the approved uniforms for the Salina Police Department: (See General Order M1202-2 for information regarding body armor.)
 - 1.5.1. Officers shall adhere to uniform descriptions; uniform clothing shall not be mixed between the uniform classes.
 - 1.5.2. Officers will not make equipment substitutions without written approval of the Chief of Police, or their designee, through the chain of command
 - 1.5.3. Annually on Law Enforcement Memorial Week, designated as the week during which the 15th of May falls, Officers shall wear a black band centered over their badge from Sunday until the following Saturday.
 - 1.5.4. In the event a Kansas Law Enforcement Officer pays the ultimate sacrifice in the line of duty, Officers shall wear a black band centered over their badge from the date of death until the officer's funeral.
 - 1.5.5. The Chief of Police reserves the right to designate an alternate uniform for any occasion he deems necessary.

2. Clothing and Equipment Maintenance

- 2.1. Each uniformed officer shall maintain his uniform clothing in such a way as to present a clean neat appearance.
 - 2.1.1. Each sworn officer receives a yearly allowance in order that items of uniform clothing and accessories may be maintained, assuring that each officer presents a professional appearance at all times.
 - 2.1.2. Each sworn officer shall also receive a yearly allowance for the cleaning and care of all uniforms and those civilian clothes necessary for official business.

2.2. Each officer shall maintain all equipment in such a way as to ensure proper and safe functioning.

3. Footwear

3.1. Uniformed officers shall wear black footwear appropriate for the weather conditions and their job assignment.

3.2. Footwear may be either tactical style boots or shoes. No tennis or athletic style shoes are permitted.

3.2.1. Footwear for the Class A uniform must be leather and have a polishable toe.

4. Weapons

4.1. A Department issued sidearm, approved by the Chief of Police, will be worn by all qualified officers while on duty.

5. Head Gear

5.1. Uniform hat wear is discretionary, with the following exceptions:

5.1.1. **Dress Hat** - Worn as directed for formal or official occasions such as:

- a. Attendance at funerals when the uniform is worn;
- b. When marching in parades;
- c. Traffic control at parades where a United States Flag Honor Guard is present;
- d. At outdoor events where a United States Flag Honor Guard is present; and/or
- e. At other times as determined by command staff.

5.1.2. **Winter Hat** - Worn at the discretion of the individual officer during times of extreme cold weather.

5.1.3. **Department Approved Ball Cap.** The Department approved ball cap may be worn in inclement weather or for details which prolong the officer to extreme weather effects and/or prolonged exposure to the sun. The Department approved ball cap shall not be worn inside of houses or buildings.

6. Rain Gear

6.1. Each sworn officer is issued a rain coat to provide protection against the elements and to allow maximum visibility during inclement weather.

6.2. Each officer is issued a clear plastic hat cover that may be worn over the dress hat when such hat is worn during inclement weather (i.e., rain, snow).

6.3. The Department ball cap may be worn as an item of rain gear in accordance with this policy.

7. Cold Weather Provisions

7.1. Each uniformed officer is issued a winter coat that may be worn with the Class A Duty Uniform. The coat shall display the shoulder patch on each sleeve and a cloth badge over the left breast pocket.

7.1.1. Badge color shall be silver for all officers under the rank of Sergeant. Sergeants and above shall display a gold colored badge.

7.2. Each officer is issued black leather gloves to be worn at the officer's discretion.

7.3. When wearing the Class B Duty Uniform (exterior vest), officers will wear a long sleeve shirt with thermal gear underneath the shirt. Jackets are prohibited from being worn underneath the exterior vest unless authorized by the Chief of Police or his designee.

7.4. The Department ball cap may be worn as an item of cold weather gear in accordance with this policy.

8. Accessories

8.1. Accessories (i.e., watches, jewelry, sunglasses) worn by uniform officers shall be of a type that is compatible with the uniform and provide a professional appearance.

Department members will exercise caution regarding jewelry that might hamper or endanger them in the performance of their job tasks.

- 8.2. Uniformed female Department members are permitted to wear no more than two plain, post type earrings in each ear, with no dangling or decorative parts.
- 8.3. When authorized as part of an undercover operation or assignment, male Department members may wear earrings.
- 8.4. Body Piercing: With the exception of earrings, the wearing of ornaments or piercings is not authorized while on-duty when such ornament or piercing is visible and not concealed by clothing.
- 8.5. Bracelets and watches may be worn, provided that they do not distract from the professional image projected by Department members.

9. Sworn Officers in Civilian Clothing

- 9.1. Sworn officers assigned to the Detective Division and other officers (as necessary) will be authorized to wear appropriate civilian clothing in the routine performance of their duties.
- 9.2. Civilian clothing must present a neat and professional appearance.
- 9.3. Officers assigned to the Detective Division must also maintain a complete uniform and equipment issue.
- 9.4. Sworn officers in civilian clothing will be required to have certain items of equipment, i.e., weapon, handcuffs, and chemical weapon as deemed appropriate by the Chief of Police.
- 9.5. It will be the responsibility of the Detective Supervisor to ensure that the officers under his/her control maintain the necessary clothing and equipment as prescribed in this order.
- 9.6. Officers who may be assigned Modified Duty are required to present a professional image while performing their official duties. All supervisors are responsible for ensuring that the employees under their command are in compliance with this General Order. Additionally, Officers who may be assigned to Modified Duty shall adhere to the following:
 - 9.6.1. No police uniform will be worn.
 - 9.6.2. The officer's badge and police identification will not be visible
 - 9.6.3. A Department approved firearm, which the officer has qualified with, may be worn and it must be concealed.
 - 9.6.4. Casual shirts with a collar (polo or rugby style shirts, no logo or advertising print).
 - 9.6.5. Long and short sleeve button up dress shirts with collars (ties are optional).
 - 9.6.6. Full length dress pants/slacks.
 - 9.6.7. Casual dress pants/slacks/khakis (no jeans or denim material).
 - 9.6.8. Dress or casual shoes (no flip flops, sneakers or athletic type shoes).
 - 9.6.9. Females may wear a professional business style dress no shorter than one inch above the knee. The neck line must be such that no cleavage is visible.
 - 9.6.10. Any other clothing not mentioned above must be approved by the Chief of Police or his designee.
 - 9.6.11. The use of clothing or cleaning allowance is not authorized for personnel assigned to Modified Duty.

10. Uniformed Civilian Employees - Community Service Technicians

- 10.1. Community Service Technicians are uniformed civilians assigned to the Traffic Unit of the Patrol Division.
- 10.2. Uniforms for Community Service Technicians will be distinctive, neat, and professional in appearance.
 - 10.2.1. Uniforms will provide for comfort of the wearer during existing weather.

11. Clothing and Cleaning Allowance for Sworn and Civilian Employees

- 11.1. Annual clothing allowances have been approved for the below listed amounts:
 - Sworn officers (uniform only) - \$500.00
 - Sworn officers (plain clothes) - \$750.00
 - Community Service Technicians - \$265.00
 - Evidence Technicians - \$350.00
- 11.2. All purchases of uniforms and civilian clothing are to be authorized by employee's Division Commander or his designee.
- 11.3. Places where purchases may be made for either uniforms or civilian clothing will be determined by the Chief of Police.

12. Cleaning Allowances for Sworn Officers

- 12.1. Cleaning allowances have been authorized for sworn officers in uniform or civilian attire. This allowance is to ensure that all officers present a neat and clean appearance in the performance of their duties.
 - 12.1.2. Annual cleaning allowance for all sworn officers is \$350.00.
 - 12.1.3. Cleaning establishments utilized for this purpose must be approved by the Chief of Police. Once approved, they shall direct bill the Department for services rendered.

13. Sworn Male Personnel/Appearance

- 13.1. The length, bulk or appearance of the hair shall not be excessive or present a ragged, unkempt or extreme appearance. In no case will the length or bulk of the hair interfere with the normal wearing of uniform headgear.
- 13.2. Hair color (dyed hair), if used, must appear as natural human hair colored tones; unnatural colors such as green, purple, blue, etc., are not permitted.
- 13.3. Sides and back of the hair may be either tapered or blocked but when combed shall not fall over the eyebrows, cover more than the top 1/3 of the ear, or be longer than the top of the collar.
- 13.4. Sideburns are to be kept neatly trimmed, not flared, and of even width. The base will be a clean shaven horizontal line and will not extend downward below the lowest part of the exterior earlobe.
- 13.5. Mustaches must be kept neatly trimmed as not to present a "bushy" appearance. They will not extend below the top of the upper lip. Laterally, the mustache may not extend past the corners of the mouth unless part of a goatee or beard. No "handlebars" will be acceptable.
- 13.6. Goatees must be kept neatly trimmed as not to present a "bushy" appearance. They shall be kept in a professional manner and be conservative in appearance. Goatees must be kept trimmed to an even length so no portion of the goatee is longer than other areas, and shall not be longer than 1/4" in length. Goatees will not exceed the chin line, and must be worn with a mustache.
- 13.7. Beards will be maintained at a length and pattern so as not to detract from the officer's professional appearance. Beards must be trimmed above and below and shall not be permitted below the Adam's apple or on the neck. The bulk of the beard (distance that the mass of the facial hair protrudes from the skin of the face) shall not exceed three-quarters (3/4) of an inch. The mustache will be trimmed in a manner as not to conceal any portion of the lower lip. Patchy or spotty clumps of facial hair are not considered to be beards and as such, are not permitted. The supervisor has the authority to deem an employee's facial hair as appropriate or not and have the issue corrected or may direct the removal of the beard.
- 13.8. In the event facial hair interferes with an officer's gas mask to fit properly, the officer will be instructed to trim/shave their facial hair until a proper seal/fit can be obtained. Supervisors will inspect and have the authority to instruct officers to keep their facial hair professional in appearance. Officers must have the equipment to trim their facial hair readily available.

14. Sworn Female Personnel/Appearance

- 14.1. Female members may choose to wear their hair down and loose, however, the length of the hair will not extend beyond the tops of the shoulders or cover any portion of the badge or nametag.
- 14.2. Long hair, defined as that which would extend beyond the shoulders, may be worn down; however, it will be secured in the back in a ponytail or like-fashion, such as a bun or French braid.
- 14.3. Members in assignments that do not require the routine wearing of a uniform may wear their hair down and loose as long as a well-groomed appearance is maintained.
- 14.4. In no case will the length or bulk of the hair interfere with the normal wearing of uniform headgear.
- 14.5. Hair color (dyed hair), if used, must appear as natural human hair colored tones; unnatural colors such as green, purple, blue, etc., are not permitted.

15. Civilian Personnel

- 15.1. The length, bulk or appearance of the hair shall not be excessive or present a ragged, unkempt or extreme appearance.
- 15.2. Sideburns are to be kept neatly trimmed, not flared, and of even width. The base will be a clean shaven horizontal line and will not extend downward below the lowest part of the exterior earlobe.
- 15.3. Mustaches must be kept neatly trimmed as not to present a "bushy" appearance. They will not extend below the top of the upper lip. Laterally, the mustache may not extend past the corners of the mouth. No "handlebars" will be acceptable.
- 15.4. Civilian clothing worn will be clean, neat and business like and shall not be provocative or extreme. Pants or slacks must be mid-calf or below. Flip-flop type shoes are prohibited.
- 15.5. No more than two (2) pair of conservatively styled earrings (hoop and hanging earrings shall be one (1) inch or less in diameter) will be worn while on-duty. No facial ornamentation other than the specified earrings may be worn while on-duty (including mouth piercing, tongue rings, etc.).

16. Tattoos, Body Art or Branding

- 16.1. Visible tattoos, body art, or brands on the face, neck, or head are prohibited. Tattoos, body art or brands on other areas of the body that are excessive, offensive, prejudicial to good order, discipline and morale, or are of a nature to bring discredit upon the Department, are prohibited. These may include, but are not limited to, any of the aforementioned that advocate drug use, or are sexist, racist, vulgar, obscene, gang-related and/or extremist group/organization-related. Under most circumstances, small, inconspicuous or inoffensive tattoos, body art, or brands on areas of the body other than the face, neck, or head are not prohibited. The Chief of Police shall have the final authority in determining if the tattoo, body art, or brand is considered unprofessional or offensive.

17. Court Attire for All Personnel

- 17.1. Duty Uniform.
- 17.2. Conservative suit or sport coat and trousers with shirt and tie for male members.
- 17.3. Conservative suit, dress, skirt or full length slacks and blouse for female members.

18. Training Attire for All Personnel

- 18.1. All clothing must be neat and clean. Jeans of any color, shorts, warm-up suits, sweat or T-shirts, shirts with "inappropriate or offensive" printing, and tennis or athletic type shoes and flip flops are expressly prohibited.
- 18.2. Unless otherwise directed due to the type of training, permissible attire includes:
 - 18.2.1. Duty Uniform
 - 18.2.2. Casual, contemporary business attire, such as trousers and sport shirts for male

members.

- 18.2.3. Casual contemporary business attire, such as dresses, skirts or full length slacks and blouses for female members.

19. Appearance

- 19.1. The Chief of Police reserves the right to make the final decision on issues pertaining to the appearance of an employee of the Salina Police Department.

BY ORDER OF

CHIEF OF POLICE

<p>CLASS A UNIFORM</p>	<ul style="list-style-type: none">• Department Approved Navy Blue long or short sleeve shirt worn with open collar• Department Approved Navy Blue Trouser style pants• Dress Hat as directed by section 5.1.1 of M1202• Footwear as described in section 3 of M1202• Body Armor per M1202-2• Black undergarment shirt is required to be worn underneath• Badge shall be affixed to pre-sewn holes in uniform shirt located above left breast pocket.• Nameplate shall be pinned centered over right breast pocket with the bottom of the nametag aligned along top pocket seam.• Appropriate star insignia will be centered ¼" over the nameplate. Issued to officers with five (5) or more years of continuous service.• Ribbons: American Flag, Medal of Valor, Military, Honor Guard, SWAT, Negotiator:<ul style="list-style-type: none">• Ribbons are centered ¼" over nameplate or star insignia• No more than 4 ribbons may be worn• The American flag will always be on the topmost ribbon holder and either centered (3-bar holder) or on the wearer's right (2 or 4-bar holder).• Military service ribbons will be to the left of the American Flag• If an officer has served in more than 1 military branch, the officer must wear the ribbon for his last served branch, and may wear their additional branches in the order of service.• The Valor ribbon will be worn to either the left of the American Flag when there is no military service ribbon, or to the left of the military service ribbon• All other ribbons will be worn to the left of the American Flag, Military Service, or Valor as applicable. If the officer does not have a Military Service or Valor ribbon, the other ribbons may be worn in any order.• For those officers who have earned a Crisis Intervention Team (CIT) pin, it may be affixed ¼" above and centered over the officer's topmost ribbon/medal/pin.• Official shoulder patch shall be centered on the outside both sleeves of the uniform shirt and 1" below the top seam.• Outer jackets shall have shoulder patches on both sleeves.• Rank patch for corporal and above will be centered ½" below the official shoulder patch.• Whistle chain shall be hooked to the right epaulet button under or over the epaulet. The whistle shall be tucked into the outside upper corner of the right pocket.• If an optional tie bar is worn with the long sleeve shirt and tie, it shall be of the same color as the duty badge.• A navy blue clip-on tie will only be worn during a funeral escort or any formal event designated by the Chief of Police or his designee. (Officers assigned to patrol wearing their Class B uniform for the day, do not need to change into a Class A uniform for a funeral procession.)• Leather gun belt, containing a holstered weapon, an ammo magazine pouch with magazines, oleoresin capsicum (OC) canister and case, a single or double handcuff case - whichever the officer prefers - with one or two pair of handcuffs (officers must purchase second pair and may wear them loose on their belt or in a case), and glove case with protective gloves.• Officers having been certified with the ASP Baton shall wear an issued baton case and ASP Baton.• Body worn camera shall be worn while on duty in an enforcement capacity, and shall be worn while working secondary employment jobs. (P3217, 3.2.)• Officers having been trained in the proper use of the CAT 5 Tourniquet shall wear the issued tourniquet in any of the holsters provided.• All Corporals, Sergeant, and ranks above Captain shall wear their rank insignia centered on the uniform shirt collar centered between the apex of the inside seam at the collar point.• Officers of the rank of Lieutenant and Captain shall wear their rank insignia centered and aligned with the short inside seam of shirt collar.• ZAK tool, emergency window punch shall be worn while on duty in an enforcement capacity.
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<p>CLASS B UNIFORM</p> <p>DUTY UNIFORM</p>	<ul style="list-style-type: none"> • Department Approved Black Long or short sleeve polo shirt worn with open collar <ul style="list-style-type: none"> • Older style blue polo shirts are acceptable, but will be replaced with black as needed. • Official shoulder patch shall be centered on the outside both sleeves of the polo shirt and 1" below the top seam. • Department Approved Black Tactical style pants • Black undergarment shirt is required to be worn underneath • Black exterior vest carrier • Footwear as described in section 3 • Body Armor per M1202-2 • The Department approved ball cap may be worn in inclement weather or for details which prolong the officer to extreme weather effects and/or prolonged exposure to the sun. • Department issued cloth badge with Velcro will be affixed to the left upper shoulder area. • Name patch will be above the right breast pocket • All department issued equipment must be affixed to the exterior vest carrier in department approved web gear. CEW/Taser shall be worn on the opposite side of the duty weapon (P3220 6.5.) • Officers having been trained in the proper use of the CAT 5 Tourniquet shall wear the issued tourniquet in any of the holsters provided. • Officers having been certified with the ASP Baton shall wear an issued baton case and ASP Baton. • Nylon duty belt with department issued duty holster • Body worn camera shall be worn while on duty in an enforcement capacity, and shall be worn while working secondary employment jobs. (P3217 3.2) • ZAK tool, emergency window punch shall be worn while on duty in an enforcement capacity.
<p>CLASS B UNIFORM</p> <p>K-9 UNIFORM</p>	<ul style="list-style-type: none"> • Black BDU style shirt and pants • Black exterior vest carrier • Footwear as described in section 3 • Body Armor per M1202-2 • Cloth badge affixed above left breast pocket • Name patch will be above the right breast pocket • All department issued equipment must be affixed to the exterior vest carrier in department approved web gear. CEW/Taser shall be worn on the opposite side of the duty weapon (P3220, 6.5.) • Body worn camera shall be worn while on duty in an enforcement capacity and shall be worn while working secondary employment jobs. (P3217 3.2) • Officers having been certified with the ASP Baton shall wear an issued baton case and ASP Baton. • Officers having been trained in the proper use of the CAT 5 Tourniquet shall wear the issued tourniquet in any of the holsters provided • Nylon duty belt with department issued holster • ZAK tool, emergency window punch shall be worn while on duty in an enforcement capacity.

<p>CLASS B UNIFORM</p> <p>SRO UNIFORM</p>	<ul style="list-style-type: none"> • To be worn while performing SRO duties during the school year. • Polo style shirt with badge embroidered on left breast pocket area, name patch will be above the right breast pocket <ul style="list-style-type: none"> • Polo style shirt, with badge on left breast pocket area and school logo or mascot on right breast pocket area, is permitted on Fridays and special events as approved by supervisor. • Black Tactical style pants <ul style="list-style-type: none"> • Slacks or Tactical style pants in black or grey are permitted on Fridays and special events as approved by supervisor • Body Armor per M1202-2 <ul style="list-style-type: none"> • Black exterior vest carrier shall be standard uniform. • Interior carrier or exterior carrier maybe worn Fridays and special events as approved by supervisor. • All department issued equipment must be affixed to the exterior vest carrier in the department approved web gear • Nylon duty belt with department issued duty holster • CEW/Taser shall be worn on the opposite side of the duty weapon (P3220 6.5) • Footwear as described in section 3 of General Order M1202 • Officers having been certified with the ASP Baton shall wear an issued baton case and ASP Baton. • Officers having been trained in the proper use of the CAT 5 Tourniquet shall wear the issued tourniquet in any of the holsters provided • Body worn camera shall be worn while on duty in an enforcement capacity, and shall be worn while working secondary employment jobs. (P3217 3.2) • ZAK tool emergency window punch shall be worn while on duty in an enforcement capacity.
<p>HONOR GUARD</p>	<ul style="list-style-type: none"> • Navy Blue Long sleeve shirt • Navy Blue Trouser style pants with leg stripe • Dress Coat (Ike Jacket) <ul style="list-style-type: none"> a. Department patch on left shoulder b. Honor Guard patch on right shoulder c. Badge affixed above left breast pocket d. Name plate • Leather gun belt, containing a holstered weapon; an ammo magazine pouch with magazines; a handcuff case with handcuffs • Sam Browne shoulder strap • White gloves • Dress hat with hat badge • Black gloss shoes • Dress Hat