

This General Order has been modified by [Special Order 436](#)

DEPARTMENTAL GENERAL ORDER 24-036

ST. LOUIS COUNTY POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

March 13, 2024

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UNIFORMS AND APPEARANCE

I. PURPOSE

The purpose of this General Order is to establish policy and procedure concerning personal appearance and the issuance, wearing, replacement and specifications for uniform and equipment items for employees.

II. POLICY

All Department employees represent both the St. Louis County Police Department and St. Louis County. Every employee shall present a neat, clean, and professional image, which will promote safety and instill pride and dignity.

III. DEFINITIONS

A. Employee – All commissioned and professional staff members, chaplains, and any other individual operationally attached to the Department, to include contractors and task force members. This definition is solely used for the convenience of reading this policy and is not meant to establish an employment relationship with any individual(s) where such a relationship does not otherwise exist.

IV. GENERAL

- A. It is the policy of the Department to supply and replace the required uniforms and equipment, as well as regulate the appearance of employees.
- B. Items of uniform and equipment shall not be loaned to or borrowed by any person who is not a member of the Department unless written permission is obtained from the Chief.
- C. All items of uniforms and equipment issued by the Department shall remain the property of St. Louis County and upon separation, the employee shall return all issued items. If, for any reason, the employee is unable to return items of uniform or equipment, the Department shall be reimbursed the replacement cost of the items. The replacement cost shall be the current cost of the item.
- D. For guidelines on returning Department owned uniforms, equipment and/or property refer to General Order 058, *Department Owned Property*.

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- E. The Uniform, Safety and Equipment Committee shall have the responsibility to review and advise the Chief of recommendations prior to the Department making any changes to uniforms, safety practices, and/or equipment.
- F. The Chief's Committee shall have the opportunity to request changes of the Department uniform and appearance regulations, directly to the Chief. The Chief shall appoint a Commanding Officer to serve as the Chairperson.
- G. Weapons carried by an employee while on duty or off duty shall be secured when not in use to prevent theft or improper handling.
- H. Employees are required to maintain security over Department-issued uniforms and equipment. Damage, other than through normal use, of any Department items shall be reported immediately, in writing, to the employee's Division Commander/Executive Director.
- I. Personally owned items in lieu of issued items shall conform to specifications adopted by the Department and shall be replaced at the employee's expense.
- J. While in St. Louis County, commissioned employees, on and off duty, shall be required to carry a firearm, issued badge, and issued identification card.
 - 1. This regulation shall not apply when employees are engaged in sports or activities of such a nature as to make it impractical.
 - 2. Unless physically unable to do so, commissioned employees on limited duty status shall be permitted to carry their authorized weapon(s) and Department issued badge and identification card, both on and off duty.
- H. Department employees shall not wear personal cellular earpieces/headsets unless they are on a phone call and operating a Department vehicle.

V. FIELD UNIFORMS

A. Issuance

- 1. The Vehicle and Supply Unit shall be responsible for ordering, issuing and replacing the required uniforms and equipment through a contract vendor, exceptions are as follows:
 - a. The Division of Operational Support/Department Armory shall be responsible for ordering, issuing, storing, and replacing lethal weapons, ammunition, TASERs, protective helmets and masks.
 - b. The Communications Coordinator shall be responsible for ordering, issuing, storing, reprogramming, repairing, and replacing portable and mobile radios and accessories.
- 2. Each commissioned employee will be issued field uniforms. For a detailed list of the clothing and equipment issued refer to the attached Guidelines on the Wearing of the Uniforms.
- 3. The field uniform issue shall be maintained at a minimum quantity until separation from employment. For commissioned employees assigned to areas not requiring the periodic wearing of the field uniform, a minimum quantity of one item each shall be maintained.

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4. To obtain new or replacement uniforms, equipment, accessories or alterations employees shall complete a Uniform Equipment Request/Release Form (F-210) and obtain approval from a supervisor.
 - a. The approved F-210 may be sent via email or faxed to the Supply Accounts Coordinator for review.
 - b. After review, the F-210 will be returned to the employee via email or fax with an approval/purchase order number attached. **If the request is not approved, the F-210 form will be returned to the employee by their direct supervisor and the item(s) will not be purchased.**
 - c. The F-210 shall then be taken to the current uniform vendor for issuance of requested items.
 - d. Only item(s) that have been approved on the F-210 shall be issued. This includes alterations.
 - e. Replacement of any old or damaged item(s) on an exchange basis will not be made unless the employee has the item and the approved F-210 form with them.
 - f. **Requests for uniform items may only be made for items within the officer's assigned role. Items requested specifically for use during Department-related secondary employment (i.e. bike shorts, polo shirt) may be purchased by the officer at the contracted rate.**

B. Classification

1. Class A – This uniform shall be worn for special events and on occasions designated by the Chief, or designee.
 - a. Shall consist of the field uniform, including long sleeve shirt, brown tie, the dress jacket (if issued), dress pants, cap, four belt keepers, and black dress shoes. For further description of dress shoes refer to Section V. C. 5. a.
 - b. If issued, the dress jacket shall be worn fully buttoned.
 - c. Only the holster and firearm shall be worn on the uniform belt.
2. Class B – This uniform shall be worn for court appearances, award ceremonies, promotional interviews and on occasions designated by the Chief, or designee.
 - a. Shall consist of the field uniform, including long sleeve shirt, brown tie, cap, black dress shoes and full uniform belt. For further description of dress shoes refer to Section V. C. 5. a.
 - b. When wearing the cruiser jacket in view of the general public, the jacket shall be fully zipped and/or buttoned.
 - c. Officers who are on duty and assigned a body camera and are required to attend one of the above-mentioned events (i.e. court appearance, award ceremony, etc.) shall not wear a tie until they arrive at said event. Upon returning to their work assignment the officer shall take off their tie.

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3. Class C – This uniform is the standard Department uniform and is also known as The Uniform of the Day.
 - a. Shall consist of the field uniform with short or long sleeve shirt, depending on what the officer believes is appropriate to the weather conditions of their shift.
 - b. Officers wearing a long sleeve shirt shall wear a tie, excluding officers who are assigned a body camera.
4. Class D – Shall consist of the basic training uniform issued to recruit police officers while attending the Academy and Cadets. The uniform shall consist of items as deemed appropriate by the Chief.

C. Regulations

1. Police and security officers shall wear silver tone badges, metal hat bands, jacket buttons, buckles, and fasteners.
2. Sergeants and above shall wear gold tone badges, metal hat bands, jacket buttons, rank insignia, metal buckles, and fasteners.
3. Uniformed employees of the rank of lieutenant and above shall wear white shirts unless otherwise approved by the Chief.
4. All uniforms are to be kept clean and pressed, with metal items and leather accessories polished. Items issued shall not be painted, coated, engraved, or altered in any manner.
5. All police officers and security officers shall be responsible for purchasing the following:
 - a. One pair of black, standard military-style, low-quarter shoes, constructed from smooth leather or high gloss poromeric material; and
 - b. One pair of black leather or black leather and Cordura nylon law enforcement-style boots.
6. Footwear shall be worn with black laces and black crew length (or longer) socks.
7. Employees shall wear white t-shirts underneath the field uniform. The t-shirt shall only be visible at the neck area **when worn with an open collar uniform shirt (short sleeve and long sleeve)**.
8. Commissioned employees shall wear the Department cap and cap badge when wearing the Class A uniform, Class B uniform, or on special occasions or assignments designated by the Chief, a Commanding Officer/Executive Director or Precinct Commander. The wearing of the cap is optional at all other times, but the cap shall be accessible while in uniform in a police vehicle.
9. Rank insignias shall be issued and worn by uniform officers in accordance with the attached guidelines.

D. Badges

The Chief of Police will periodically authorize employees to wear a non-standard badge while on duty or while performing their duties. The badges may be authorized to recognize anniversaries or special events. These

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badges may be purchased at employee or Department expense depending on the circumstance. When a unique badge is authorized by the Chief, the Chief will provide a date wherein the badge is no longer authorized on the Department uniform or permitted to be displayed while performing official duties. At the conclusion of the authorized time frame for use and display of such badges, employees shall return to the use of the Department-issued badge appropriate to their rank and position. The following badges were previously authorized and are no longer permitted or restricted as defined:

1. **Millennium shield badge (2000) commemorating the start of the new millennium. No longer authorized.**
2. **Debate gold shield badge (2004) worn by officers assigned to the Bush/Kerry Presidential Debate detail and any officer wishing to commemorate the Department's involvement. No longer authorized.**
3. **50th Anniversary star badge (2005) recognizing the design of the original St. Louis County Sheriff's Department badge. No longer authorized after 2010.**
4. **60th Anniversary, 7-point star badge (2015). No longer authorized after 2020.**
5. **Stanley Cup commemorative badge (2019). No longer authorized after 2020. May be worn in the event the St. Louis Blues Hockey Team wins another Stanley Cup and until such time as another team holds the Cup.**
6. **Twin Towers, 9/11 honor badge (2021). May be worn annually during the month of September to honor those first responders killed in the line of duty on 9/11/2001.**
7. **Pink, Cancer Awareness badge (2022). May be worn annually during the month of October in support of cancer survivors.**
8. **National Police Week Commemorative Badge. May be worn annually during National Police Week as designated.**

VI. Portable Radio Equipment and Accessories

- A. Employees shall not modify, disconnect, alter, deface, or intentionally damage any radio device, portion thereof, or any part of the radio communications system except as directed and authorized by supervisory personnel. This section is not applicable and is not intended to limit the actions of qualified technicians in the diagnosis, repair, or replacement of communication components.
- B. The use of Bluetooth, an earpiece, or similar type device is prohibited except for specialized units utilizing ECC authorized equipment.
- C. The purchase of specialized equipment shall be synchronized through the Police Communications Coordinator.
- D. Replacement of the radio antenna with any type other than the one originally issued is strictly prohibited.
- E. Each officer will be issued a standard leather radio carrier. Officers may, at their own expense, purchase a different radio carrier which attaches securely to the duty belt. The use of plastic clip-on type radio carries is only authorized for officers working plain clothes details and is not authorized for officers wearing a uniform.

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VII. SPECIAL PURPOSE UNIFORMS AND EQUIPMENT

- A. Upon demonstrated need, and with the approval of the appropriate commanding officer/executive director, individual bureaus and units may utilize special purpose uniforms and equipment. A list of approved uniform items, by unit, will be maintained by the Vehicle and Supply Unit and will be modified as needed by commanding officers or the Chief of Police.
 - 1. Special purpose uniforms and equipment consist of but are not limited to; khakis, camouflage, fatigues, web gear, bicycle shorts, knit shirts, raid jackets, helmets, flight suits, jumpsuits, etc.
 - 2. Where practical, special purpose uniforms shall conform to the field uniform color scheme of dark brown trousers, tan shirt and dark brown jacket.
 - 3. Badges and name tags or embroidered, leather, or screen-printed versions, as appropriate shall be worn with special purpose uniforms.
 - 4. Purchases of special purpose uniforms and equipment shall be arranged through the Vehicle and Supply Unit in accordance with established St. Louis County Government purchasing procedures.
- B. Officers assigned as a police cyclist shall be issued the following items; one white police bike helmet, one pair of BDU pants, one pair of BDU shorts, two tan polo shirts, one pair of black riding gloves, one pair of safety glasses, one vista safety light, and full set of nylon web gear to include; inner belt, outer belt, set of four keepers, duty weapon holster, magazine pouch, pepper spray holder, handcuff case, portable radio holder, flashlight holder and an ASP baton holder.
- C. Officers shall not utilize special purpose uniforms unless their unit is on the list maintained by the Vehicle and Supply Unit or approval has been given by the Chief of Police, commanding officer/executive director, or precinct commander for a specific assignment, i.e. community events, bicycle patrol, etc.

VIII. PROTECTIVE EQUIPMENT

A. General

The raincoat may be worn for emergency use without identifying insignia or name plate. If the commissioned employee is in public view for any extended period of time, the badge shall be displayed in the location provided on the exterior of the raincoat.

B. Level II Soft Body Armor

- 1. All commissioned employees participating in the execution of a search warrant, assigned to a stakeout or when wearing a raid jacket shall wear Department-issued soft body armor.
- 2. All commissioned employees shall wear Department-issued soft body armor while on duty in the field uniform or while working approved secondary employment in uniform, unless:
 - a. A watch commander determines weather conditions create a hazard to the health of an officer wearing body armor, in which case the requirement can be suspended until the threat has passed; or

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- b. The precinct commander/commanding officer/executive director is annually provided with a written statement from a physician indicating the officer has a medical condition that would preclude the use of body armor on a mandatory basis. These exemptions are subject to review and approval by a Department approved physician. The statement shall be forwarded through the chain of command for approval by the division commanding officer/executive director and shall be placed in the employee's personnel file; or
 - c. An employee is assigned to an administrative duty, attend a funeral, or appear in uniform for a public appearance, court or official ceremony or during other special assignments determined by the commissioned employee's immediate supervisor.
- C. Although the exemptions identified in Section VIII allow the employee not to wear the soft body armor, for their personal protection, the Department strongly urges the officers to wear their body armor while on duty or in uniform.
- D. Officers wearing the field uniform, who have a medical waiver for the soft body armor requirement or electing not to wear the armor during an authorized heat emergency, must ensure that their body armor is immediately available for use in an emergency.
- E. Refer to the attached Soft Body Armor Maintenance Instructions for care, maintenance, and cleaning.
- F. **Load Bearing Vests**
- 1. **The St. Louis County Police Department allows Police Officers assigned to the Division of Patrol to wear department issued load bearing vests over their uniform shirts or department issued under vest shirts. Officers may choose to wear the load bearing vest or continue wearing their issued body armor under the uniform shirt in accordance with this policy.**
 - a. **Officers may choose to wear the soft-shell jacket, Cruiser jacket or St. Louis County Police Department sweater (purchased by the officer) under the vest during cold weather.**
 - b. **The ballistic protection panels issued to the officer through the St. Louis County Police Department will be used for the interior vest panels and will be worn in accordance with the manufacturer's guidelines.**
 - c. **The load bearing vest must be maintained to present a professional image (i.e., free from dirt, damage, and wear).**
 - d. **The load bearing vest may only be taken off while in secured areas, such as non-public areas of a St. Louis County Police Department Precinct.**
 - e. **It will be the responsibility of the officer to ensure that the wearing of the load bearing vest does not impede the operational use of the Body Worn Camera System.**
 - f. **Department issued firearms and magazines are not authorized to be worn on load bearing vests. Officers will carry their issued duty weapon and magazines on their duty belt, separate from the load bearing vest.**

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- g. Only Department issued identification and insignia are permitted to be worn on the load bearing vest. Patches or insignia not issued by the St. Louis County Police Department are not authorized.**
- h. The items placed on the load bearing vest shall not impede the ability to perform the physical duties of the officer or their ability to operate a department vehicle safely.**
- i. Watch Commanders or Watch Supervisors will inspect their officer's load bearing vests and direct the officer to make any necessary corrections to allow for safe and efficient police operations.**
- j. Police Officers and Sergeants assigned to the Division of Patrol are the only authorized personnel to wear the load bearing vest, unless authorized by the Chief of Police or their designee.**
 - 1. The Load Bearing Vest may only be requested by officers who have successfully completed the Field Training program.**
- k. Unless authorized by the Chief of Police or their designee, black is the only authorized color for the load bearing vest that is to be worn.**

2. Authorized Equipment on the Load Bearing Vest

- a. No more than four of the following Department issued items listed below will be worn unless authorized by the Chief of Police or their designee. All items must be black in color. All other items are prohibited.**
- b. The following equipment related items are the only authorized items for wear on the load bearing vest.**
 - 1. Tourniquet Holder**
 - 2. Oleoresin Capsicum (OC) Holder**
 - 3. Handcuff Case**
 - 4. Baton Holder**
 - 5. Taser Holder**
 - 6. Radio Holder**
 - 7. Department Flashlight Holder**

3. Identification to be Displayed on the Load Bearing Vest

- a. "POLICE" identification panels issued by the Department shall be displayed prominently on the front and on the back of the vest and will be affixed with Velcro backing.**
- b. A St. Louis County Police Department issued cloth badge will be worn on the front left side of the officer's chest on the load bearing vest and will be affixed with Velcro backing.**
- c. A St. Louis County Police Department issued cloth name tag will be worn on the front right side of the officer's chest on the load bearing vest and will be affixed with Velcro backing.**

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4. Wearing the Taser affixed to the Load Bearing Vest

If an officer intends to carry their Taser on their load bearing vest, commanders/supervisors will ensure they attend a mandatory instructional training class at the St. Louis County and Municipal Police Academy. Given that the basis for training has been to draw the Taser from the holster while affixed to the officer's duty belt, this class will address the different draw procedure. The training will be mandatory prior to wearing the Taser in this configuration.

5. Additional ballistic panels, such as trauma plates can be added to the officer's vest at the Police Officer's discretion.

6. The manufacturer's washing and cleaning instructions must be followed.

G. Ballistic Plate Carrier Guidelines

1. The St. Louis County Police Department shall provide one ballistic plate carrier per Patrol vehicle. The ballistic plate carrier is assigned to the patrol vehicle, not the officer. Officers are not permitted to take the plate carrier with them, if and when they are transferred to a different precinct or bureau.

2. The Department may allow individual officers, security officers, professional staff (approved on a case-by-case basis by the Chief of Police) and Department Chaplains (including Associate, Precinct, and Auxiliary Chaplains) to purchase and deploy their personally owned Level III or IV Ballistic Plate Carriers, on-duty, under the guidelines defined in this policy. The policy is appropriate for commissioned officers in both marked patrol and marked/unmarked specialized unit vehicles.

3. Approval Procedure

a. The employee must prepare a memorandum requesting approval to use the Ballistic Plate Carrier, along with submitting a sheet from the manufacturer providing either National Institute of Justice (NIJ) testing specifications or Independent NIJ Laboratory specification findings related to the Ballistic Plates purchased. **This memorandum is to be submitted through the officer's chain of command.**

b. The memorandum and manufacturer testing specifications sheet shall be forwarded with an ATS from the officer's immediate supervisor through the chain of command and must be approved by the employee's Division Commanding Officer/Executive Director. The returned approval packet should be maintained within the employee's personnel file in their supervisor's possession.

c. The Ballistic Plate Carrier must be inspected and approved by the employee's immediate supervisor prior to initial deployment and biannually during Department line inspections. All attachments are subject to inspection. Any modifications must be submitted by memorandum and approved by the Division Commanding Officer/Executive Director.

4. Specifications – Plate Carrier

a. The Ballistic Plate Carriers will be Black or Tan in color.

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- b. There will be a minimum of two Ballistic Plates per carrier, with one being worn in the front and one in the back.
- c. The Ballistic Plate Carrier will be a vest style carrier without collar, upper arm, or yoke attachments.
- d. If the Ballistic Plate Carrier has attachments, they will be MOLLE attachment system compatible.
 - 1. Any MOLLE attachments used shall be the same color and material as the carrier.
 - 2. There will be no writing or design upon any attachments with the exception of a utility pouch attachment being used as a designated medical pouch. The designated medical pouch may have white letters identifying it as a medical kit or a Red Cross symbol.
 - 3. A holster is not allowed to be attached to the Ballistic Plate Carrier.
- e. Commissioned police officers ballistic plate carriers will have "POLICE" marked on the front and rear of the carrier. Security officers will have "SECURITY", Department Chaplains will have "CHAPLAINS", professional staff employees will have designators for their respective unit (e.g. "LAB", "FORENSICS", etc.) marked on the front and rear of the ballistic plate carrier.
 - 1. The lettering will be in a standard font with letters of at least 1 ¼ inches in height and are evenly spread across an area covering at least 7 ½ inches wide.
 - 2. The lettering may be professionally screen printed onto the vest itself or on embroidered cloth plates of the same color as the carrier that are sewn onto the vest or attached by Velcro. The lettering will be white in color.
- f. The Ballistic Plate Carrier will have the employee's DSN marked on the front of the carrier in letters at least ½ inch in height. The lettering may be professionally screen printed onto the vest itself or on embroidered cloth plates 1 inch in height and of the same color as the carrier that are sewn onto the vest or attached by Velcro. The lettering will be white in color.
- g. No other patches, writing, stickers or any other type of designed graphic may be worn upon the Ballistic Plate Carrier without the expressed written permission from the Chief of Police.

H. Specifications – Ballistic Plate

- 1. The Ballistic Plates will provide Level III or IV protection.
- 2. The Ballistic Plates can either be National Institute of Justice certified under the following certification levels.
 - a. NIJ 0101.06 TYPE III (not a Level III-A); or
 - b. NIJ 0101.06 TYPE IV; or
 - c. NIJ 0101.04/2005 IR TYPE IV; or

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- d. Or independent NIJ Laboratory certifications against the following Special Threats:
 1. 7.62 mm x 51 mm, 147 gr., FMJ (NATO) (1 Shot); or
 2. 7.62 mm x 39 mm, 123 gr., Mild Steel Core (MSC) (2 Shots); or
 3. 5.56 mm x 45 mm, 55 gr., (M193) (3Shots); or
 4. 5.56 mm x 45 mm, 62 gr., (M855)(SS109) (3 Shots).

I. Deployment

1. The Department issued Level II Soft Body Armor will be worn at all times underneath the Ballistic Plate Carrier.
2. An officer will normally make the decision of when the Ballistic Plate Carrier will be worn, based upon their training and experience. The decision should always follow the officer's belief they can articulate a need to wear it. An officer may request approval of a supervisor.
3. It is the responsibility of the officer to safely secure the Ballistic Plate Carrier to reduce the opportunity of theft while on-duty and off-duty. The Ballistic Plate Carrier should be stored in a location in the vehicle to provide immediate deployment.

J. Maintenance of Personally Owned Ballistic Plate Carrier

1. The officer/owner of the Ballistic Plate Carrier is responsible for the everyday care and cleaning of the carrier.
2. In order to maintain the approved status of the Ballistic Plate Carrier the officer/owner is financially responsible for any changes deemed necessary by the Department.
3. The Department will not be responsible for any repairs that are deemed necessary as a result of the Ballistic Plate Carrier's use on-duty.

IX. PLAINCLOTHES COMMISSIONED EMPLOYEES ATTIRE

- A. Commissioned employees wearing plainclothes attire on duty shall be attired in a manner appropriate to their assignment and police responsibilities.
- B. Clothing shall be clean and pressed and include shirt, tie (for male employees) and generally acceptable business attire, unless their assignment requires otherwise.
- C. Shoes shall be clean and if applicable polished.
- D. At the scene of an emergency where rapid identification of individuals is essential, all commissioned employees shall display the Department badge, access card or patch continuously. The badge or patch shall be attached to the outermost garment over the left breast.
- E. Commissioned employees in plainclothes attire shall wear a holster, single magazine carrier and handcuffs.

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1. Commissioned employees in plainclothes attire shall have pepper mace and an ASP baton immediately available on or about their person.
 2. Commissioned employees in plainclothes attire may elect to carry the 16" ASP baton.
- F. Commissioned employees in plainclothes attire may elect to wear military pins normally reserved for professional staff members. These pins shall be worn on the right breast or on their lanyard.

X. BUREAU OF SECURITY SERVICES UNIFORM

- A. Upon assignment to the Bureau of Security Services, professional staff employees shall be issued and are required to wear the approved security uniform.
- B. The issue shall be comprised of the following; one cruiser jacket, three trousers, two tan colored ties, eight brown shirts with security patches (the security officer has the choice of any combination of long and short sleeved shirts, at least one long sleeved shirt is required), one reversible raincoat, two nameplates, one semi-automatic pistol with tactical light, four magazines, and 50 rounds of duty ammunition, one holster, one magazine pouch, one flashlight, one pair of handcuffs, one inner belt, one outer belt, four double snap keepers, flashlight holder, one handcuff case, pepper mace and case, ASP baton and holder, one protective vest and extra two breast badges, and one CALEA pin. The issued badges must conform to the specifications approved by the Chief.
- C. The wearing of badges, nameplates, anniversary bars, cruiser jacket, uniform belt and accessories shall be consistent with the regulations adopted for commissioned employees.
- D. Personally owned Level III or Level IV Ballistic Plate Carriers may be worn on-duty in accordance with Section VIII, F.

XI. PROFESSIONAL STAFF AND VOLUNTEER ATTIRE

A. Professional Staff Uniform

- A. Professional staff employees of the following assignments shall be issued, and are required to wear the professional staff uniform:
 1. Bureau of Central Police Records; and
 2. Fugitive Affairs clerks; and
 3. Fingerprint technicians; and
 4. Police aides; and
 5. Other employees designated by a division commanding officer/executive director.
- B. Upon assignment to a position listed above each employee shall be issued: three khaki trousers, three short-sleeved and two long sleeved polo shirts with the Department logo embroidered on the left breast area and a leather belt.

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- C. Anniversary bars/pins, name plates, badges, and other pins shall not be worn on the polo shirt with the exception of the mourning ribbon as outlined in the attachment, Guidelines on the Wearing of Uniforms.
 - D. All professional staff employees shall wear clean shoes.
 - E. Employee's access card shall be worn and visible at all times while on duty.
- B. **Professional Staff Non-Uniformed Employees-Excluding Police Crime Laboratory and Bureau of Communications**
- 1. Professional staff employees not assigned to the bureaus or units listed in Section XI.A.1. are required to adhere to the following dress requirements:
 - 1. Employees shall wear acceptable casual business attire, clean and pressed.
 - 2. Clothing shall be in good condition, as well as worn and styled in a professional manner that does not draw unusual attention or present an image that would offend the general public.
 - 3. Slacks-khakis, cotton and other slacks are acceptable if clean and wrinkle free. Denim is not acceptable, unless permitted by the Chief of Police, or designee.
 - 4. Skirts or dresses shall not be higher than two inches above the top of the knee and must fit appropriately. Skirts and dresses shall not have a slit that extends longer than four inches above the knee.
 - 5. Inappropriate items which are not permitted, include tank tops, tee-shirts, strapless tops, tube tops, halter-tops, midriff tops, shirts with lettering, cartoon characters, phrases, pictures, spaghetti strap shirts or dresses, miniskirts, sweatpants, athletic stretch pants, shorts, bib overalls, and flip flops.
- C. **Police Crime Laboratory**
- 1. All crime laboratory employees are offered uniforms upon hire and may be worn at their discretion.
 - 2. Lab employees may wear denim pants but shall not include any clothing with tears, holes, unprofessional or otherwise inappropriate pictures or words or insufficient body coverage to be deemed unprofessional and/or unsafe.
 - 3. All lab employees shall keep professional business attire on hand, in the crime laboratory, in the event they are needed for court testimony, depositions, pre-trial conferences with attorneys or any other professional meeting or obligation.
 - 4. If, on occasion, the **Director of the Crime Laboratory** decides that for a particular day, professional business attire is required within the lab, only such attire shall be deemed appropriate, and denim will not be deemed appropriate.
- D. **Bureau of Communications**
- 1. **All Bureau of Communications employees are provided uniforms upon hire and may be worn at their discretion.**

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2. **Bureau of Communications employees may wear denim pants but shall not include any clothing with tears, holes, unprofessional or otherwise inappropriate pictures or words or insufficient body coverage to be deemed unprofessional and/or unsafe.**
3. **All Bureau of Communications employees shall keep their department issued uniform on hand, in the Bureau of Communications, in the event they are needed for court testimony, depositions, professional meeting or other situations determined by the Bureau of Communications Commander or their designee.**
4. **Bureau of Communications employees will adhere to the grooming standards established in this Order for commissioned and professional staff employees.**

E. Chaplains

1. All Department Chaplains shall be issued each of the following items: Chaplain badge, Department identification card and access card, name tag pocket insert, pepper mace, belt, khaki pants, polo shirts, map book, raincoat, windbreaker with "Chaplain" silk screened on front and back, and baseball cap with "Chaplain" written on the front.
2. Chaplains may be temporarily issued soft body armor at certain scenes/events when appropriate.
3. Chaplains may purchase and wear a personally owned Ballistic Plate Carrier in accordance with the attached Ballistic Plate Carrier Guidelines.

XII. CLOTHING ALLOWANCE AND CLOTHING MAINTENANCE

- A. All commissioned employees in the Division of Criminal Investigation, Bureau of Professional Standards and Intelligence Operations Bureau shall receive a clothing allowance as established by ordinance, except employees in the Crime Scene, Prisoner Conveyance, Property Control and Strategic Technology Units. The monthly allotment will be prorated on a biweekly basis.
- B. Commissioned employees not receiving a clothing allowance shall receive clothing maintenance as established by ordinance. The monthly allotment shall be prorated on a biweekly basis.
- C. **In the instance of job-related wear/tear or change in clothing size, both commissioned and non-commissioned employees may submit a Department F-210 form to their supervisor to request additional uniforms.**

XIII. PERSONAL APPEARANCE

A. Grooming

1. All Department employees are expected to maintain their personal hygiene and cleanliness. All hair, skin and nails shall be neatly groomed and clean.
2. Commissioned and Security Officers, when wearing the Department issued uniform, shall not wear their hair below the hatband on the forehead or over the shirt collar or over the ears.

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3. **For commissioned officers and Security Officers**, the bulk or length of hair shall not **be secured at the top of the head so as to** interfere with the normal wearing of the standard Department-issued headgear, gas mask or protective helmet.
4. Hair may be dyed but must appear of natural human hair color **for commissioned employees**.
5. Wigs or hairpieces may be worn as long as they conform to the same standards for natural hair.
6. **Non-commissioned employees may have hair dyed colors other than natural shades, but will not interfere with the performance of their job functions.**

B. Facial Hair Regulations

1. Employees are permitted to maintain the following approved styles of facial hair (See Appendix A. for further):
 - a. Clean shaven – no facial hair; or
 - b. Mustache – shall be trimmed and not extend below the upper line of the upper lip. If worn alone, shall not extend below the corners of the mouth; or
 - c. Goatee – shall be worn with a mustache with the cheeks, jaw line, and neck cleanly shaven; or
 - d. Natural beard – shall be worn with a mustache covering the complete jaw line. The cheeks shall be shaved on and above the cheekbone. The neck shall be shaven on and below the Adam's apple.
2. All facial hair shall conform to the following restrictions:
 - a. Commissioned and security officers shall not have the bulk of the beard or goatee (distance that the mass of facial hair protrudes from the skin of the face) exceed $\frac{1}{4}$ of an inch; and
 - b. No portion of the beard shall be exceptionally longer than the rest; and
 - c. No designs may be shaved into facial hair; and
 - d. Facial hair must be neatly sculpted and trimmed at all times; and
 - e. The color of the hair shall be of natural human hair color; and
 - f. Sideburns, when worn alone, must not extend below the lowest part of the ear and must be neatly trimmed and tapered in the same manner as the haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven, horizontal line.
3. The following styles of facial hair are not permitted:
 - a. Chin Strap Beards – beards that are trimmed to a thin line along the jawline without a mustache; and/or
 - b. Patchy Beards – beards of uneven or patchy growth; and/or

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- c. Extreme styles such as handlebar mustaches.
4. Procedures
- a. Upon a clean shave order by a commander (rank of Lieutenant and above), commissioned and security officers must shave their facial hair clean.
 - b. A commander shall only give a clean shave order, when the commissioned officer or security officer is reasonably likely to enter a situation where use of a protective mask may be required and where inability to safely use the mask could endanger the officer and others.
 - c. All those choosing to have facial hair shall keep a functional blade shaving razor at their assigned workplace.
 - d. When a clean shave order is given, officers shall have their razor readily accessible and promptly shave their facial hair clean. Commanders shall exercise this authority only when there is an actual likelihood of exposure to a chemical agent(s).
 - e. While on duty, any officer choosing to have their facial hair to exceed $\frac{1}{4}$ of an inch shall be subject to disciplinary action.
 - f. Supervisors shall:
 - i. Ensure employees conform to an approved style of facial hair; and
 - ii. Retain final approval and judgement on whether facial hair appearance is within the standards of this Order.
5. Employees shall not have any dental ornamentation. The use of gold, platinum, silver, or other veneer cap for the purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneered, shall not be ornamented with designs, jewels or initials.
6. Cosmetics shall be applied conservatively. Exaggerated, radical, or unusual cosmetic styles are prohibited.

C. Jewelry

- 1. Female commissioned employees, while in uniform, shall only wear a total of two earrings (one in each ear) that are "post" or "stud" style, not more than one-quarter inch in diameter, and professional in appearance.
- 2. Female professional staff employees' earrings shall be professional in appearance and cannot interfere with the equipment necessary to perform the essential job functions or be detrimental to the duty performance (e.g. headsets, safety equipment, etc.).
- 3. Male employees are not permitted to wear earrings.
- 4. Employees shall not pierce and/or wear jewelry on or in any portion of the face (e.g. tongue, lip, eyebrow, nose, chin, cheek, neck, or forehead).

D. Tattoos

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1. Exposed permanent body markings (e.g. tattoos, body art, etc.) shall not be deemed offensive to the general public.
2. Department employees shall not display tattoos that are visible on the face, neck, head, or hands. Employees with existing tattoos in these or any other areas that may be visible while in any authorized Department uniform must forward a Tattoo Approval Request Form (F-342) with a photograph(s) through the Chain of Command to the Chief of Police to assure the tattoo(s) is not offensive in nature and to be exempt from this order.
3. Those seeking new visible tattoos or revisions to existing tattoos on their body (not on face, head, neck, or hand) must also forward a Tattoo Approval Request Form (F-342), with a photograph(s)/drawing, through the Chain of Command to the Chief of Police for approval.
4. Whether approved or denied, a copy of the completed ATS shall be returned to the requesting employee and precinct/bureau commander.
5. The Department reserves the right to require any tattoo to be covered/removed. If a Department employee is asked to cover an existing tattoo, the employee has the option to remove the tattoo at their own expense; keep them covered through the use of Departmentally approved clothing (to include the required wearing of a long sleeve uniform shirt); or the utilization of a single colored skin toned patch for those areas that cannot be covered by clothing (e.g., face, head, neck, hands).
6. Employees who have an unacceptable tattoo(s), who are in specialized assignments requiring a specialized uniform (e.g. shorts, etc.), which would expose the tattoo(s), shall be covered by either a sleeve or makeup that is made for covering tattoos.
7. The Personnel Services Unit shall maintain a file concerning each tattoo request and the determination made relative to that request.
8. All plainclothes officers working off-duty or in a temporary uniformed capacity shall conform to the above standards.

XIV. EXCEPTIONS

- A. In those circumstances where a deviation from the regulations in this Order is required to further a police purpose (e.g., undercover investigations), written permission must be obtained from the employee's commanding officer through their chain of command. This requirement is not necessary for detectives assigned to the Bureau of Drug Enforcement who have permission from their supervisor to deviate from these regulations.
- B. Captains and above in uniform shall have the option of wearing the magazine pouch, handcuff case and handcuffs, pepper mace and case, ASP baton and holder.
- C. Commissioned employees in the field uniform may request written permission from their commanding officer through their chain of command to remove one or more items from their duty belt if they are unable to fit all issued or optional items on the belt.
- D. While off duty performing a non-police function, the approved field uniform may be worn when approval is received from the Chief.
- E. The Department will consider accommodations to these appearance standards for religious reasons and medical need on a case-by-case basis. Employees**

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may submit a request for reasonable accommodation through their chain of command before their appearance change while on duty.

XV. INSPECTIONS

- A. When any uniform is worn, whether on or off duty, it shall be worn with all appropriate equipment. Supervisors shall ensure that all employees comply with this Order through periodic inspections to be conducted at the discretion of the supervisor.
- B. All supervisors have the responsibility and authority to ensure that uniform and professional dress standards and hygiene are strictly observed by both commissioned and professional staff employees.
- C. Supervisors shall direct employees to replace items which do not meet specifications or are worn beyond serviceability.
- D. Appropriate action shall be taken when an employee fails to meet uniform/professional dress and hygiene requirements.

Attachments: [Appendix A Guidelines on Facial Hair](#)
[Ballistic Plate Carrier Sample Request Memo](#)
[Guidelines on the Wearing of Uniforms](#)
[Level II Soft Body Armor Maintenance Instructions](#)
[Tattoo Approval Request Form F-342](#)
[Uniform/Equipment Request/Release Form \(F-210\)](#)
[Load Bearing Vest Instructional Video](#)
[Pin Placement](#)

Adopted by Command Staff

By order of:

COLONEL KENNETH GREGORY
Chief of Police

KG:rs

Approved at the regular meeting of the Board of Police Commissioners dated March 13, 2024.

COMMISSIONER
Chair

COMMISSIONER
Secretary

Distribution
All Department Personnel

CALEA Reference 22.1.6

