


The Tarrant County College District Police Department

GENERAL ORDER

	SUBJECT APPEARANCE AND ATTIRE	GENERAL ORDER NUMBER 974.00
	CALEA STANDARDS 22.2.5, 26.1.1, 41.3.4, 41.3.5, 41.3.6	EFFECTIVE DATE May 1, 2012
	APPROVAL Shaun Williams, Chief of Police	REVISION DATE PAGES 11

Policy Statement - Members of the Tarrant County College Police Department will adhere to established appearance and attire policies to reinforce the professionalism of the department.

Purpose - Uniformity in apparel is an important method of identifying the wearer's authority. This General Order establishes rules for wear of Tarrant County College Police uniforms consistent with that purpose.

Department Uniform Requirement/Limitations: The designated uniform must be worn during the performance of assigned duties by all uniformed personnel (Police, Security Guards, Communications, Technical Service and/or others deemed officially uniformed).

974.01 - FURNISHED

- A. **Employee Responsibility.** The Department furnishes certain items of equipment to employees. Employees are to use Department equipment properly and to keep items in good working order. Employees are to report any loss, damage, or malfunction, and to return any assigned equipment in need of repair or replacement to the appropriate Department component. Uniforms shall not be modified without prior authorization.

- B. **Issued Items.** Items of equipment are issued to employees for use on duty and in approved District overtime assignments. These items are to be returned to the Department on termination of employment. Useable returned items may be re-issued. Issued items are:

Full Time Police Officer

- 2 Long Sleeve Shirts
- 3 Short Sleeve Shirts
- 3 Pair Long Pants
- 1 Black Tie
- 1 Tie Tack
- 1 Cold Weather Jacket, with Police Pull Down Panel and reflective tabs
- 1 Raincoat with hood. "Police" in reflective lettering on back.
- 1 Safety Vest, Zip Front "Police"
- 1 Ball Cap
- 1 Metal Badge – Available from Lt. Moak
- 1 Name Plate (Silver)

- 1 Watch Cap
- 2 Sets Collar Brass
- 1 Knife/Seat Belt Cutter
- 1 Pair Gloves
- 1 Gear Bag
- 1 Pair Smith & Wesson Model 100 handcuffs
- 1 Expandable ASP
- 1 ASP Holder
- 1 Stinger LED Flashlight
- 1 Tri Release Duty Belt, Basket Weave
- 1 Inner Belt
- 1 Bianchi Defender Holster, Right or Left Handed, Basket Weave
- 1 Magazine Pouch, Basket Weave
- 1 Handcuff Case, Basket Weave
- 1 Set of Belt Keepers, Basket Weave
- 1 OC Spray Holder, Basket Weave
- 1 Flashlight Holder
- 1 Bianchi Accumold Flat Glove Pouch
- 1 Somar Citation Holder, Ticket Tender
- 1 Box-A-Frame Forms Holder
- 1 Radio Holder – Available from Communications
- 1 Can OC Spray - Available from Range Master
- 1 Glock, Model 17, 9MM Pistol - Available from Range Master
- 1 Motorola APX 7000 radio – Available from Communications
- 52 Rounds 9 MM Duty Ammunition – Available from Range Master
- 1 Ballistic Vest

On-Call Police Officer

- 1 Long Sleeve Shirt
- 2 Short Sleeve Shirts
- 2 Pair Long Pants
- 1 Black Tie
- 1 Tie Tack
- 1 Cold Weather Jacket, with Police Pull Down Panel and reflective tabs
- 1 Raincoat with hood. "Police" in reflective lettering on back.
- 1 Safety Vest, Zip Front "Police"
- 1 Ball Cap
- 1 Metal Badge
- 1 Name Plate (Silver)
- 1 Watch Cap
- 1 Set Collar Brass
- 1 Knife/Seat Belt Cutter
- 1 Pair Gloves
- 1 Gear Bag
- 1 Pair Smith & Wesson Model 100 handcuffs
- 1 Expandable ASP
- 1 ASP Holder
- 1 Stinger LED Flashlight
- 1 Tri Release Duty Belt, Basket Weave
- 1 Inner Belt
- 1 Bianchi Defender Holster, Right or Left Handed, Basket Weave
- 1 Magazine Pouch, Basket Weave
- 1 Handcuff Case, Basket Weave

- 1 Set of Belt Keepers, Basket Weave
- 1 OC Spray Holder, Basket Weave
- 1 Flashlight Holder
- 1 Radio Holder
- 1 Can OC Spray, 2 oz.
- 1 Glock, Model 17, 9MM Pistol
- 1 Motorola APX 7000 radio
- 52 Rounds 9 MM Duty Ammunition
- 1 Ballistic Vest

Non-Commissioned Officers – Security Guards

- 2 Long Sleeve Shirts
- 3 Short Sleeve Shirts
- 3 Pair Long Pants
- 1 Black Tie
- 1 Cold Weather Jacket
- 1 Raincoat with hood. "Security" in reflective lettering on back.
- 1 Safety Vest, Zip Front "Security"
- 1 Ball Cap
- 1 Name Plate (Silver)
- 1 Watch Cap
- 1 Stinger LED Flashlight
- 1 Tri Release Duty Belt, Basket Weave
- 1 Inner Belt
- 1 Glove Pouch, Basket Weave
- 1 Set of Belt Keepers, Basket Weave
- 1 Flashlight Holder
- 1 Radio Holder
- 1 Ballistic Vest

Key Shop Technicians

- 5 TCCD shirts
- 5 pants/jeans
- 1 Ball cap (TCCD)
- 1 Cold Weather Jacket
- 1 Lightweight Jacket

Dispatchers

- 5 shirts w/ patches
- 1 Lightweight jacket

Officers must obtain authorization prior to carrying any approved alternate item. Bicycle patrol officers will be issued the approved bicycle patrol uniform.

974.02 - REPLACEMENT OF UNIFORMS AND ACCESSORIES

- A. All uniforms and accessories issued by Tarrant County College District are to be maintained and worn by personnel in such a manner as to best promote the professional image of the Department. When a uniform item or accessory is damaged or worn to the degree that it becomes unsightly or unusable, the item should be replaced.
- B. Requests for replacement items should be routed through campus supervision.

974.03 – TARRANT COUNTY COLLEGE DISTRICT POLICE DRESS CODE

- A. The official Dress Code applies to all personnel of The Tarrant County College Police Department except when noted otherwise. The Dress Code is as follows:
 - 1. Uniform Shirts:
 - a. Class “A” shirt will be the approved long-sleeved uniform shirt;
 - b. Class “B” shirt will be the approved short-sleeved uniform shirt. The Class “B” shirt should be worn with open collar;
 - c. The wearing of the Class “A” and Class “B” shirt shall be at the discretion of the individual personnel or Chief of Police;
 - d. Class “C” shirt will be the approved TDU brand dark navy blue, short-sleeved or long-sleeved shirt. The Class “C” shirt will be worn only with the Class “C” trousers or Class “C” shorts and at the specific discretion of individual personnel or at the direction of the Chief of Police;
 - 2. Trousers:
 - a. Class “A” and Class “B” trousers will be the approved color, midnight navy blue, and material;
 - b. Class “C” trousers/shorts will be the approved TDU brand dark navy blue trousers. The Class “C” trousers/shorts will be worn only with the Class “C” shirt and at the discretion of the individual personnel or the Chief of Police;
 - 3. Footwear:
 - a. The uniform shoe will be black in color with a rounded plain toe and plain heel, not to exceed 3/4 inch in height;
 - b. Boots that have the same appearance as the uniform shoe will be acceptable; however, boots with western style heels and pointed toes will not be worn;

- c. The uniform shoe will be worn with the Class "A," "B," and "C" uniform. Special footwear may be authorized by the Chief of Police for wear with the Class "A" uniform;
- d. Socks, when visible, will be black in color when worn with the Class "A," "B," and "C" uniforms.

4. Ties:

- a. Ties will be black in color, minimum width 2-1/2 inches, maximum width 4 inches. No silk or glossy material is acceptable;
- b. Ties will be of the clip-on, "break-a-way" type;
- c. Ties will be worn with the Class "A" shirt. If approved by the Chief of Police, a navy blue, black or white turtleneck shirt may be worn under the Class "A" shirt in lieu of a tie;
- d. Supervisory personnel may wear a plain, gold-colored tie tack or clasp; non-supervisory personnel may wear a plain silver-colored tie tack or clasp. No ornament representing a lodge, fraternal order or any organization will be worn with the uniform.

5. Headgear:

- a. Headgear will be worn at the discretion of the Chief of Police;
- b. Protective headgear may be worn at the discretion of the Chief of Police;

6. Equipment Belt:

- a. The equipment belt will be black leather basket weave style with gold colored hardware for supervisory personnel and silver-colored hardware for non-supervisory personnel. The equipment belt may also be nylon cordura or "mirage" nylon Sam Browne style with black hardware and fasteners. All component parts of the belt must match the material, color, and design of the belt. A minimum of four keeper straps will be worn to secure any style equipment belt to the trouser belt.
- b. The trouser belt will be a plain black belt, not less than 1-3/8 inch in width and will be worn anytime an equipment belt is worn. The trouser belt may also be of the style, with Velcro, that is worn with the Sam Browne equipment belt.
- c. The equipment belt may consist of the following components with the approval of the Director of Police or Chief of Police:
 - (1) ammunition carrier; (Commissioned Personnel only)
 - (2) handcuff case;
 - (3) glove carrier;
 - (4) chemical dispensing device carrier;
 - (5) knife carrier;

- (6) radio carrier;
- (7) firearm holster; (Commissioned Personnel only)
- (8) flashlight carrier.

7. Equipment:

a. The following items are authorized to be carried on the equipment belt with approval of the Chief of Police:

- (1) Firearms: Refer to *General Order 202.00*; (Commissioned Personnel only)
- (2) Ammunition: (Commissioned Personnel only)
- (3) Only factory manufactured cartridges may be carried as approved by the Range Master and/or Chief of Police;
- (4) No magnum, armor piercing, tracer, or explosive cartridges will be carried.
- (5) Handcuffs, including flex cuffs; (Commissioned Personnel only unless Non-commissioned personnel have received proper training)
- (6) Police radio;
- (7) Impact device, maximum length 26 inches. (The length restriction does not apply to devices temporarily carried for crowd control.); (Commissioned Personnel only unless Non-commissioned personnel have received the mandated training)
- (8) Chemical dispensing device; (Commissioned Personnel only unless Non-commissioned personnel have received proper training)
- (9) Fluorescent vests, gloves and other special safety equipment;
- (10) Whistle (may be worn only on one of the keeper straps and may be silver, black, or gold-colored);
- (11) A non-lethal force option such as aerosol mace, pepper spray, or impact device will be carried; (Commissioned Personnel only unless Non-commissioned personnel have received proper training)
- (12) Non-fixed blade knife. Locking-blades are acceptable; (Fixed-blade knives may not be carried on duty)
- (13) Issued Flashlight.
- (14) Commissioned officers performing administrative duties may be waived from the wearing of the full duty belt and equipment with approval of the Chief of Police.

8. Insignias:

- (1) Corporal -- will wear two stripe chevrons while wearing the Class "A" and Class "B" and Class "C" uniforms. The stripes on the cloth chevrons will be gold on a navy blue or black background. The chevrons will be worn on each sleeve with the top point of the chevrons no more than 1/8 inch below the department patch. (Commissioned Personnel only)
- (2) Sergeant -- will wear three stripe chevrons while wearing the Class "A" and Class "B" and Class "C" uniforms. The stripes on the cloth chevrons will be gold on a navy blue or black background. The chevrons will be worn on each sleeve with the top point of the chevrons no more than 1/8 inch below the department patch.
- (3) Lieutenant -- will wear one gold-colored metal bar on each collar tab centered on a line which bisects the angle of the collar tab; (Commissioned Personnel only)
- (4) Assistant Chief -- will wear two gold-colored stars on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only)
- (5) Chief -- will wear three gold-colored stars on each collar tab, centered on a line that bisects the angle of the collar tab; (Commissioned Personnel only)
- (6) Uniform Patches -- the approved Tarrant County College Police patch will be worn on both sleeves of the Class "A," "B," and "C" shirt (except on the Class "C" shirts worn by police cadets) and issued jacket(s). Patches will be positioned 1/2 inch below and centered with the shoulder seam. No other patches or insignias will be worn unless approved by the Chief of Police;
- (7) Name Tags -- made of metal, no larger than 5/8 inch by three inches, will be worn centered above or on the right pocket flap seam on all uniform shirts and jackets. Nametags will be gold color for supervisors and silver color for non-supervisory officers;

9. Ribbons:

- (1) (see General Order 901.00)
- (2) Ribbon Specifications:
 - (3) All ribbons will be 1-3/8 inch by 3/8 inch in size, constructed of metal with enameled colors. Ribbon or bar holders may be worn to assist with alignment.
 - (4) Ribbons will be worn centered and 1/8 inch above the nametag over the upper seam of the right shirt pocket. No ribbons will be worn on jackets or coats. The maximum number of ribbons worn

on a single row will be three. Second and subsequent rows of ribbons will be centered above the lower row.

(5) The hierarchical order of the ribbons is as follows with the Award for Honor being the highest award attainable. The Award for Honor will be worn on the top row of ribbons and will be closest to the breastbone; lesser ribbons will range outward and then downward and outward in lower rows.

b. No other ribbons, patches, or insignias may be worn unless approved by the Chief of Police. Only ribbons awarded by the Tarrant County College Police Department may be worn on the uniform unless approved by the Chief of Police.

10. Outer Apparel:

a. The police jacket will be navy blue in color with silver-colored buttons for non-supervisors and gold-colored buttons for supervisors. The rank insignia for sergeant and corporal will be worn each sleeve with the top center point not more than 1/8 inch below the department patch. The rank insignia for lieutenant and captain will be worn on the epaulets centered on the cross-stitching and shall be larger than those worn on the shirt collar;

b. Raincoats, black overshoes, and rubberized boots may be worn as authorized by the Chief of Police;

11. Uniform Appearance and Maintenance:

a. No item of uniform clothing will be worn with an obvious or visible defect or repair or in wrinkled or soiled condition;

b. Shoes and leather gear will have a polished appearance and be properly maintained at all times when on duty;

c. No part of the uniform including jacket will be worn with any civilian clothing or other uniform unless authorized by Chief of Police;

d. Excessive jewelry will not be worn with the uniform. Excessive jewelry will be considered as any ornament that distracts from the military and/or professional appearance of the uniform;

e. Male officers in uniform or on duty are prohibited from wearing earrings or studs in their ears;

f. Female officers in uniform or on duty may wear stud earrings or small loops style earrings;

g. Except for earrings worn by female officers, no visible body piercing jewelry, ornaments or devices may be worn while on duty or in uniform.

12. Personal Appearance:

a. Hair:

(1) In order to present a neat and professional business like appearance, non-traditional hairstyles and unnatural hair colors are prohibited.

(2) The hair-grooming requirements for officers will be as follows:

(a) Male officers will report for duty clean-shaven with hair neatly groomed. Hair will not be worn over the ears and must provide for the proper wearing of the uniform cap. The length and/or bulk of the hair must not interfere with or obscure vision, police equipment and/or insignias. Hair on the back of the head must be above the shirt collar. Sideburns will not be flared, nor extend below the bottom of the earlobe. Hair will not be visible on the forehead below the cap visor. Mustaches will not extend below the upper lip or outside of a line extending from the outside corner of the eye to the outside corner of the mouth;

(b) Female officers must keep hair neatly groomed. The length and/or bulk of the hair must provide for the proper wearing of the uniform cap and not interfere with vision, police equipment and/or insignias on the uniform. Hair will not be visible on the forehead below the cap visor. Hair must not extend more than six inches beyond the bottom of the shirt collar. Wigs must look natural and conform to all of the above regulations. Hair accessories may be worn; however they must be plain with no decorations, neutral in color, moderate in size, and they must be fastened securely.

(c) Except for permitted sideburns and mustaches, the face of uniformed personnel must be clean shaven throughout the duty shift. Any medically authorized requests to deviate from this will require authorization from the Chief of Police.

(d) Officers assigned to conduct covert or special operations may be permitted to deviate from the appearance standards. The express approval of the Chief of Police must be obtained.

b. Tattoos, when visible, must not detract from the neat and professional business like appearance of officers while in uniform or on duty.

13. Dress Apparel for Non-uniformed Officers:

a. Male officers will wear a suit or sport coat and slacks with a shirt and tie;

- b. Female officers will wear a dress, or skirt and blouse, or business style pantsuit;
 - c. Footwear will be of a dress type suitable for conducting business;
 - d. Excessive or "flashy" jewelry will not be worn. Excessive or "flashy" jewelry is considered as any ornament that distracts from a professional appearance.
 - e. The Chief of Police may authorize the wearing of other civilian clothes.
- B. Any deviation from this Dress Code must be approved in writing by the Chief of Police.

974.04 - SOFT BODY ARMOR

- A. Tarrant County College Police Department mandates on-duty, uniformed, police officers to wear concealable soft body armor, in order to provide for their protection.
- B. Police Officers shall wear soft body armor when engaged in pre-planned, high risk situations (e.g. planned warrant execution, drug raids, etc.).