



TIVERTON POLICE DEPARTMENT

GENERAL ORDERS

Subject: Department Uniform & Appearance Guidelines		General Order Number: 220.20
Section: 200 - Administration		Subsection: 20 – Protocol
Amends/Supersedes: 1-6 (03/01/1999)		
Effective Date: 12/22/2020	Revised Date: 12/22/2020	Review Date: As Needed
Per Order Of: Patrick W. Jones, Chief of Police		
RIPAC: 5.1		
Distribution: All Department Members		

NOTE: This written directive is for the internal governance of the Tiverton Police Department, and is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

I. PURPOSE

The purpose of this policy is to establish and identify the official uniforms of the Tiverton Police Department and determine when and how they shall be worn by department members. This policy shall also establish acceptable personal appearance guidelines for department members while on duty.

II. POLICY

It is the policy of the Tiverton Police Department that its department members will present a uniform appearance to facilitate identification by the public and ensure the proper public image.

It is the policy of the Tiverton Police Department that all department members shall maintain a neat and clean personal appearance while on duty.

III. PROCEDURE

A. General Guidelines

Department members shall be neat in appearance and well-groomed while in uniform. All articles of clothing shall conform to departmental uniform regulations. Civilian clothing shall not be worn with any distinguishable part of the uniform while on duty unless authorized by the Chief of Police or his/her designee. Department members shall be responsible for uniform fit (i.e., shirts and pants, are measured at the time of hiring or issuance and if the department member changes in size so that the uniform no longer fits, the department member shall make the necessary alterations or purchase a new item as provided for in the current Collective Bargaining Agreement (CBA)). The uniform shall be worn in its entirety as prescribed by this General Order, according to season of the year. No unauthorized insignia or pins may be worn as part of the uniform.

Property and/or uniforms, which have become damaged or worn due to normal wear and tear, will be immediately replaced in accordance with current applicable CBA. No department uniform or property will be sold, destroyed, or otherwise disposed of, except with the permission of the Chief of Police or his/her designee.

B. Uniform

For Sworn Law Enforcement Officers, there shall be five (5) allowable primary uniforms:

1. Summer Uniform;
2. Winter Uniform;
3. Class A Dress Uniform
4. Business Attire (Investigative/Administrative); and
5. Special Detail Uniform.

C. Summer Uniform.

1. The summer uniform shall consist of a navy blue garrison hat with gold or silver braid (gold for Detectives and for the rank of Sergeant and above) and polished brim sides pinned down, with hat badge. The hat shall be worn in a straight position, equal distance above each ear, and tilted slightly forward. Officers may be uncovered in buildings or while driving in a cruiser, or while engaged in physical activities of such a nature that the hat is likely to become dislodged.
2. Shirts shall be a navy blue short-sleeve shirt with epaulets trimmed with 1/4" royal blue piping. Rank insignia (rank of Lieutenant and above) shall be positioned centered on the cross stitching of both epaulets, and 1" from the outside edge of the epaulet.
3. Shirts shall have gold (for Detectives and for the rank of Sergeant and above) or silver metal buttons on the breast pockets and black plastic buttons down the middle of the shirt.
4. The breast badge shall be placed above the left chest pocket with colored metallic finish appropriate for the rank of the wearer.
5. There shall be a number board affixed to the right breast of the shirt and this board shall be navy blue with parallel 1/4" royal blue piping on the top and bottom of the board. The number pin contained on the board shall reflect the officer's badge number as assigned. This number shall be in the same color as the officer's badge.
6. Collar Insignia
 - a. Patrol Officers shall wear silver "TPD" collar insignia on the left and right collars. The center of the TPD insignia shall be positioned along an imaginary line bisecting the angle of the collar point. It shall be 1 and 1/2-inches from the collar point.
 - b. Detectives shall wear gold "TPD" collar insignia on the left and right collars. The center of the TPD insignia shall be positioned along an imaginary line bisecting the angle of the collar point. It shall be 1 and 1/2-inches from the collar point.
 - c. The ranks of Sergeant and above shall wear gold "TPD" collar insignia on the left collar and the appropriate gold rank insignia on the right collar. The center of the TPD insignia shall be positioned along an imaginary line bisecting the angle of the left side collar point. It shall be 1 and 1/2-inches from the collar point.

The center of the rank insignia shall be positioned along an imaginary line bisecting the angle of the right side collar point. It shall be 1 and 1/2-inches from the collar point.

7. All officers shall wear the official Tiverton Police Department shoulder patch on the left shoulder and the official Tiverton Town of Tiverton patch on the right shoulder. Patches shall be one inch down from the shoulder seam.
8. Sergeants shall also have sleeve rank insignias, in the form of three (3) stripe "chevrons." These "chevrons" will be sewn onto both sleeves of their outer garments and shirts so that the uppermost point of the left sleeve insignia is one to two inches beneath the bottom of the uniform shoulder patch and the right sleeve insignia matches the height of the left. These "chevrons" shall be royal blue with white trim.
9. Shirts shall be worn tucked in to the trousers. T-shirts, if worn, shall be clean and pressed. The shirt shall be worn open at the collar, with one button unbuttoned. Uniform shirts shall be clean and pressed, hats shall be clean and properly shaped.
10. Trousers shall be navy blue with royal blue piping 1/2 inch in width down the outside of both right and left trouser legs. Trousers shall be clean, neatly hemmed and pressed.
11. A clean, in good repair and polished black leather garrison belt shall be worn, with silver buckle for Patrol Officers and brass buckle for Detectives and for the ranks of Sergeant and above. Worn on the garrison belt shall be the following department-issued gear:
 - a. The issued sidearm (refer to G.O. 390.20 Department Authorized Weapons) with department issued, or authorized, holster.
 - b. The issued chemical spray with the appropriate black colored case (refer to G.O. 390.40 Oleoresin Capsicum (OC) Aerosol Spray).
 - c. At least one (1) set of either silver or solid black colored handcuffs with applicable black colored handcuff case(s).
 - d. Two (2) extra ammunition magazines with the appropriate black colored case.
 - e. The issued expandable baton with the appropriate black colored case (refer to G.O. 390.50 Use of Expandable Baton).
 - f. If certified and authorized to carry, a Taser in an approved black holster (refer to G.O. 390.25 Electronic Control Weapon (ECW))
 - g. A solid black colored radio holder.
 - h. Belt keepers that shall be black with snaps that either match the belt buckle as described above, or are concealed behind the strap's materials.
 - i. Other items approved by the Chief of Police.
12. Nylon duty belt and nylon gear is authorized for officers wearing outer armor carriers or on special assignment (i.e. bike patrol).
13. Footwear shall consist of black, clean and polished boots or plain toed uniform-style low quarter or three quarter shoes. Socks, if visible, shall be navy blue or black, unless the Chief of Police makes an exception for medical reasons.

D. Winter Uniform.

The winter uniform requirements shall be the same as the summer uniform, with the following exceptions:

1. The winter shirt shall be the same as the summer shirt except long sleeve and buttoned to the neck.
2. A black clip-on necktie clipped to the top of the shirt between the collars shall be worn with the issued Tiverton Police Department tie bar. The tie bar shall be positioned on the tie even with the lower edge of the shirt pocket flaps. The color of the tie bar shall be the same as the officer's badge.
 - a. In lieu of the necktie officers may wear a solid black colored turtleneck or mock-turtleneck under their winter shirt. On the front-left side of the turtleneck, the initials "TPD" shall be embroidered into the collar (white for Patrol Officers and gold for Detectives and for the ranks of Sergeant and above).
3. A length of service bar may be worn on the left sleeve, one bar for every 3 years of service, in royal blue with white trim, 1-1/2" long (2" long same as above on outerwear).
4. Sweaters, when worn, shall be dark blue, "wooly-pully" military style, and shall not be worn as an outer garment, unless it complies with the following:
 - a. The sweater shall have the official Tiverton Police Department shoulder patch on the left shoulder and the official Tiverton Town patch on the right shoulder, one inch down from the shoulder seam.
 - b. The number board, as described in the Summer Uniform section of this General Order, shall be worn on the right breast side of the sweater.
 - c. The officer's department issued badge shall be displayed on the left breast side of the sweater.
 - d. Officers with the rank of Sergeant shall have sleeve rank insignias, as described in the Summer Uniform section of this General order, sewn onto both sleeves of the sweater.
5. Black leather gloves may be worn at the officer's option.
6. During severe winter storms and/or blizzard conditions, the Chief of Police, or his/her designee, may authorize officers to wear "BDU" style uniforms.
7. During the winter season, winter hats may be worn. Winter hats shall be watch cap style, also known as a "toque" hat, and shall be black in color. Winter hats shall have the inner components of the Tiverton Police patch embroidered on the front.
8. Officers shall change to winter uniforms when designated each year by the Chief of Police, generally October 16 to April 14.

E. Class A Dress Uniform

The Class A dress uniform requirements shall be the same as the winter uniform, with the following exceptions:

1. Shirts shall be white long-sleeve for the ranks of Lieutenant and above.

2. Neck ties shall be worn with the Class A dress uniform. Turtleneck are prohibited when wearing Class A dress uniforms.
 3. Sweaters and outer ballistic vests carriers are prohibited when wearing Class A dress uniforms.
 4. A clean, in good repair and polished black leather garrison belt shall be worn with the Class A dress uniform. Nylon belts and duty gear are prohibited when wearing Class A dress uniforms. While wearing the Class A dress uniform, the following department issued gear shall be worn on the garrison belt:
 - a. The issued sidearm (refer to G.O. 390.20 Department Authorized Weapons) with department issued, or authorized, holster.
 - b. At least one (1) set of either silver or solid black colored handcuffs with applicable black colored handcuff case(s).
 - c. Two (2) extra ammunition magazines with the appropriate black colored case.
- F. External Armor Carriers
1. External Armor Carrier without Attached Gear
 - a. Instead of being worn beneath the uniform shirt, soft armor vests will be worn on the exterior for this option. The armor itself is concealed within the Blauer Armorskin external vest carrier and shall include all decorative aspects, as described in the Summer Uniform section of this General Order. (shoulder epaulets, badge, number board, etc.).
 - b. Beneath the external vest carrier the Blauer Armorskin base shirt shall be worn. Depending on the time of year, officers will wear the short sleeve or long sleeve version of this shirt as required.
 - c. Suspenders are optional with this alternative uniform and shall be worn between the Blauer Armorskin base shirt and the Blauer Armorskin external vest carrier.
 2. External Armor Carrier with Attached Gear
 - a. Instead of being worn beneath the uniform shirt, soft armor vests will be worn on the exterior for this option. The armor itself is concealed within the Richard Cowell Tactical external armor carrier (to be ordered from www.cowelltactical.com). The carrier will include all decorative aspects with the exception of epaulets. The carrier is tailored to the individual officer's preference in terms of gear arrangement; however, several items are required to maintain uniformity. The carriers will include: two small utility/low profile admin pockets, faux black buttons, velcro placard for badge number plate (right chest) and eyelets for badge (left chest). Each officer may arrange as much or as little gear on the carrier as he/she sees fit. All required gear must be accounted for and will be worn on the officer's duty belt if not attached to the carrier. The department issued firearm shall remain on the duty belt.
 - b. Beneath the external vest carrier the Blauer Armorskin base shirt shall be worn. Depending on the time of year, officers will wear the short sleeve or long sleeve version of this shirt as required.

- (1) Officers have the option of having insignia embroidered on the collar of the base shirt instead of utilizing pins.
 - c. Suspenders are optional with this alternative uniform and shall be worn between the Blauer Armorskin base shirt and the Richard Cowell Tactical external armor carrier.
 - d. Nylon duty belts are required for this uniform option. Leather gear shall not be worn.
- G. Business Attire (Investigative/Administrative)

Officers assigned to Investigative and/or Administrative duties shall wear proper business attire. The Commander of the respective division shall have the authority to shift to business casual and/or weather appropriate attire as he/she determines.

 - 1. Business attire is further described and defined as that which is appropriate for the business that the employee shall be specifically conducting. This includes, but is not limited to, members of the Detectives or Planning & Training Division, who are allowed to wear more appropriate, work-related attire, as applicable.
 - 2. When an officer is on duty in business attire he/she must be equipped with the following, unless assigned to an undercover/covert detail or excused by his/her Division Commander:
 - a. Issued sidearm with an approved holster
 - b. At least one (1) set of handcuffs in an approved handcuff case.
 - c. At least one (1) extra ammunition magazine in an approved case.
- H. Special Detail Uniform

The Special Detail Uniform only applies to road details and does not apply to special detail assignments, included, but not limited to, sporting events, election polls, funeral escorts, casino details, or any other such special details identified by the Chief of Police. The Special Detail Uniform shall be as follows:

 - 1. Detail Hat

The Detail Hat shall be a black baseball style cap with the inner contents of the Tiverton Police Patch embroidered in the center of the front-facing portion of the cap. During cold weather, the winter toque hat, outlined in the Winter Uniform section of this General Order, shall be acceptable to wear.
 - 2. Detail Shirt

The Detail Shirt shall be a short sleeved yellow shirt that is ANSI/ISEA 107-2010 certified and that has "POLICE" or "TRAFFIC" screen printed on the back of the shirt in black lettering. The Tiverton Police Patch and Town of Tiverton Patch shall be affixed in the same manner as annotated in the summer and winter uniform shirt requirements. There is no requirement for rank designations to be attached to the Detail Uniform. A badge shall be affixed to the left breast, or, if no attachment for the badge exists, may be affixed to a belt clip and positioned in front of the officer's firearm and worn on the belt. In the event that an officer wears an outer garment while on a detail due to weather, the outer garment must adhere to ANSI/ISEA 107-2010 or he/she must wear an ANSI/ISEA 107-2010 certified traffic vest over that garment that will supplement the Detail Shirt.

3. Detail Pants
Detail Pants shall be black or navy, BDU style, cargo pants. The pants shall be clean, neat, and pressed. It shall be further clarified that the summer or winter uniform pant shall not be worn while working a road detail; however, may be authorized when working another special detail identified by the Chief of Police.
 4. Detail Duty Gear
This requirement is the same as set forth in the Summer Uniform section of this General Order.
 5. Footwear
This requirement is the same as set forth in the Summer Uniform section of this General Order.
- I. Non-Sworn Employees
- There shall be three (3) Non-Sworn Employee Uniforms; Civilian Uniform, Animal Control Officer's Uniform, Mechanic's Uniform. The Civilian Uniform shall apply to all civilian personnel, other than the Animal Control Officer and Mechanic.
- a. Civilian Uniform
The Civilian Uniform shall consist of a black "Polo" style shirt, long or short sleeve, with the inner contents of the Tiverton Police Patch embroidered on the left breast, and solid black pants. Also, black, close-toed, shoes/boots are required with the Civilian Uniform.
 - b. Animal Control uniform
The Animal Control Uniform shall mirror the Civilian Uniform; however, the polo shirt shall have the words "Animal Control" located under or near the Tiverton Police Patch embroidered on the left breast.
 - c. Mechanic
The mechanic shall wear blue "dickie" style pants and a light blue shirt. The shirt shall have a patch above the right breast pocket. The patch shall be white with the words "Tiverton Police Department" in blue letters. The shirt shall have a patch above the left breast pocket. The patch shall be white with the mechanic's first name in blue letters. The Mechanic shall wear steel-toe work boots.
- J. Outerwear
1. Sworn Personnel
Outside of the summer and winter uniform shirts, the authorized outwear for Sworn Officers are:
 - a. Leather Jacket
 - (1) The Leather Jacket shall be black and shall have a metal plate with "Tiverton Police Department" engraved attached 2 ½ inches from the top of the plate to the shoulder seam of the left sleeve. Silver plates for Patrol Officers and brass plates for the ranks of Sergeant and above.
 - b. Winter Jacket
 - (1) The winter jacket shall be black.

- (2) The winter jacket shall have the official Tiverton Police Department shoulder patch on the left shoulder and the official Tiverton Town patch on the right shoulder, approximately one inch down from the shoulder seam.
 - (3) The number board, as described in the Summer Uniform section of the General Order, shall be worn on the right breast side of the winter jacket
 - (4) The officer's department issued badge shall be displayed on the left breast side of the winter jacket.
 - (5) Officers with the rank of Sergeant shall have sleeve rank insignias, as described in the Summer Uniform section of this General order, sewn onto both sleeves of the winter jacket.
- c. Raincoat
 - (1) A hi-visibility raincoat shall be worn for inclement weather. The hi-visibility side shall be exposed unless tactical considerations must be made for officer safety.
 - (2) Raincoats shall have the officer's department issued badge displayed on the left breast side.
 - (3) Black rubber boots, low rubber boots or other solid black, waterproof boots may be worn, so long as they abide by the footwear standard set forth in the Summer Uniform section of this General Order.
 - (4) Hats shall be protected with black or hi-visibility nylon covers when officers are wearing raincoats.
- d. Spring Jacket
 - (1) The spring jacket shall be black.
 - (2) The spring jacket shall have the official Tiverton Police Department shoulder patch on the left shoulder and the official Tiverton Town patch on the right shoulder, approximately one inch down from the shoulder seam.
 - (3) The number board, as described in the Summer Uniform section of the General Order, shall be worn on the right breast side of the spring jacket
 - (4) The officer's department issued badge shall be displayed on the left breast side of the spring jacket.
 - (5) Officers with the rank of Sergeant shall have sleeve rank insignias, as described in the Summer Uniform section of this General order, sewn onto both sleeves of the spring jacket.
- e. Non-Sworn Personnel

There is no required outerwear for non-sworn personnel; however, outer garments approved for use are solid black or gray in color, and, for the Animal Control Officer, a jacket that fits the same criteria as the Winter and Spring Jackets are authorized for the ACO's utilization.

- K. Court Attire
Sworn Officers attending court shall dress in the uniform of the day, unless the case dictates a change of uniform is required; at which time, the officer shall dress in Business Attire.
- L. Hat Adornments
All uniform hats shall have a hat badge affixed to the front portion of the hat. Patrol Officers shall have silver badges, Detectives and all ranks, Sergeant and upward, shall have gold badges. Sergeants and Lieutenants shall have a gold cord that is attached from button to button across the front of the hat, and under the hat badge. Ranks from Captain and above shall have the aforementioned cord, but also leaf-shaped emblems affixed to the flat part of the brim.
- M. Grooming and Appearance
To enhance professional image and public recognition, all department members shall maintain a neat and clean personal appearance while on duty. It shall be unacceptable for department members to practice poor personal hygiene or poor grooming habits while on duty or while representing the Tiverton Police Department.
1. Body piercing which is visible at any time while on duty and/or in uniform is prohibited.
 2. Necklaces may be worn but shall not be visible in uniform.
 3. A bracelet may be worn only if it contains medical information concerning the department member.
 4. No more than one ring shall be worn on each hand except female department members may wear a combination engagement and wedding band. Rings shall not have sharp edges that would create a hazard to the department member when wearing gloves.
 5. The wearing of eyeglass retainers in uniform is prohibited.
 6. Department members may only wear sunglasses with gold, silver, black or brown colored frames. The sunglasses shall be of a professional type. No faddish, multi-colored, or mirrored sunglasses shall be worn.
 - a. Department members are prohibited from wearing sunglasses indoors upon a member's face or upon the top of a member's head while attending any official meetings or when representing the department at an official function.
 - b. Prescription transition eyeglasses are acceptable to wear while attending official meetings or functions provided the lenses change to clear while indoors.
 7. Hairstyles must be worn in a neat, conservative and professional manner at all times.
 8. The bulk of the hair shall not be excessive to the extent that it hinders the department member from performing his/her duty.
 9. Hairstyles that may be considered "fads," "special hairstyles" or "designs" are prohibited. Hairstyles must not hinder the correct wearing of the hat.
 10. If color is added to a department member's hair, natural hair colors shall be used. No more than two colors are permitted and shall be blended so as to give way to a naturally occurring appearance. Wigs and hairpieces that conform to this General Order are permissible.
 11. Spray on substances, colors or glitter are prohibited.

12. Male department members are prohibited from wearing earrings while on duty.
13. Female department members may wear earrings. If worn, earrings shall be:
 - a. Small, professional and conservative in design.
 - b. A post or stud type.
 - c. Six millimeter (6mm) or ¼" in diameter or smaller.
 - d. Gold, silver, diamond, white pearl or beige in color.
 - e. Two earrings per ear are permissible provided they are located on the lower ear lobe only.
14. If worn, cosmetics shall be conservative and professional in appearance, understated rather than overwhelming in application and shall blend in with the natural color of the skin. Lipstick should be conservative in color and compliment the wearer's skin tone.
15. False eyelashes are prohibited.
16. Abnormal body modifications to any area of the body visible in any authorized uniform or attire are prohibited. Abnormal body modifications include, but are not limited to:
 - a. Tongue splitting or bifurcation.
 - b. The complete or trans-dermal implantation of any object(s) other than hair replacement.
 - c. Abnormal shaping of the ears, eyes, or nose.
 - d. Abnormal filing of the teeth.
 - e. Branding or scarification.Nothing in this General Order is to be construed as prohibiting body modifications necessitated by any medically necessary or approved procedure.
17. Contact Lenses that have designs or colors on them that change the natural appearance or color of the eye are not authorized to be worn.
18. Male Sworn Officers:
 - a. Hairstyles must be worn in a neat, conservative and professional manner at all times. Hairstyles must not hinder the correct wearing of the hat.
 - (1) Hairstyles may be either tapered or block cut, but must be worn in a neat, conservative and professional appearance at all times. The hair length for the sides shall be such that it may cover a small portion of the top of the ears. The hair shall not fall over the ears when it is combed. The hair length for the back shall be such that it may touch the top edge of the collar when combed to its fullest length. The hair length for the front shall be such that it may touch the eyebrows, but shall not be visible while the hat is worn. (Ponytails, buns, dreadlocks, plats or braids are prohibited.)
 - b. Sideburns shall not extend below the lowest part of the exterior ear opening, shall be of even width (not flared) and end with a horizontal line.
 - c. Face shall be cleanly shaven, except that a member may wear a neatly trimmed mustache. The mustache may extend one-quarter inch horizontally beyond the corners of the mouth. The mustache

- shall not extend over the lips or below the corners of the mouth.
19. Female Sworn Officers:
- a. Hairstyles must be worn in a neat, conservative and professional manner at all times. Hairstyles must not hinder the correct wearing of the hat.
 - (1) Hair may be worn over the ears however it shall not extend below the bottom of the ears.
 - (2) Hair shall be pulled back away from the face and collar brass.
 - (3) Hair shall not extend more than three inches below the collar and shall not interfere with the proper wearing of the hat.
 - (4) Ponytails are permitted. Ponytails longer than three inches below the bottom of the collar shall be pulled up in a bun or secured in such a fashion as not to exceed the three-inch maximum. Only one ponytail is permitted.
 - (5) Hair may be worn with "bangs", but they shall not be visible while the hat is worn.
 - (6) Hair may be "braided or plaited" if the style presents a neat, conservative and professional appearance. Dreadlocks and "twists" are prohibited.
 - (7) Hair clasps, barrettes or fasteners must correspond with hair color or may be gold or silver in color to correspond with rank. Scrunchies and butterfly clips are permitted provided they are solid black in color and do not interfere with the proper wearing of the hat. Hairnets, ribbons, beads and so forth are prohibited from being worn.
 - b. Fingernails shall be clean, trimmed, and may not extend more than ¼ inch beyond the tips of the fingers. Fingernail polish, if worn, shall be clear, light pastels, or beiges that are conservative. French and American manicures with white tips only are permitted. Ornaments or "stick-ons" are prohibited. Only one color of polish may be worn.
20. The only exceptions to these rules will be under special circumstances and must be approved by the Chief of Police.
- N. Miscellaneous
- 1. Shirts shall be worn tucked into the trousers. Uniform shirts shall be clean and pressed; hats shall be clean and properly shaped.
 - 2. Black gloves may be worn at the discretion of the officer.
 - 3. Uniforms shall be clean, pressed, and in good repair, and any threadbare or faded items shall be replaced promptly.
 - 4. No emblem, patch, insignia, crest, pin, or commendation ribbon may be worn or displayed on any Tiverton Police Department Uniform unless authorized by the Chief of Police.
 - 5. Pens worn in the uniform shirt pocket must be standard sized and be either black in color or match the predominant color of the officer's badge.