

## **1.500      UNIFORMS & GROOMING**

### **1.502      UNIFORMS, GENERAL PROVISIONS (17.5.1, 22.1.6, 41.3.4)**

- A. The agency:
  - 1. Provides uniforms and equipment necessary to perform assigned tasks;
  - 2. Determines specifications and authorizes certain personal equipment and apparel that may be used or worn by employees;
  - 3. Maintains accurate records of equipment and apparel issued to each employee through Logistics;
  - 4. Ensures that uniforms and accessories are kept clean, neat, and in proper states of repair;
  - 5. Uses health, comfort, appearance, budget, and utility as the basis for design of uniforms and equipment; and
  - 6. Retains ownership of issued uniform parts and accessories.
- B. Employees will be issued items and equipment consistent with the Special Order on Uniforms and Equipment.
- C. Only issued or authorized uniform parts and accessories will be worn or carried on-duty. Employees must get written permission from their respective commanders in order to wear special equipment or accessories that are not addressed in this directive.
- D. Uniformed employees, whether on-duty or traveling to or from their residences will do so professionally, and properly equipped. See also **1.620 Intoxicants, Drugs, and Narcotics** for other directives about wearing uniforms.
- E. Employees who are suspended from duty or on unpaid administrative leave will be required to turn in:
  - 1. All issued weapons;
  - 2. Badges and ID cards; and
  - 3. Other issued items specifically requested.
- F. Uniformed employees:
  - 1. While on-duty, wear only those uniform parts and accessories as described in agency directives;
  - 2. Must at all times be well groomed and present a professional appearance;
  - 3. Will not sell, exchange, lend, borrow, or allow anyone to use any departmental equipment; and
  - 4. Will not wear uniforms, weapons, or equipment items outside departmentally sanctioned activities or business.
- G. Exceptions to the agency's uniform and grooming directives may be authorized only by the Chief.
  - 1. Employees who want to obtain exceptions to uniform or grooming directives must send their requests in writing through their chains of command to the Chief.
  - 2. Supervisors will evaluate officers' requests and add written comments to positively or negatively endorse officers' requests.
  - 3. Commanders will evaluate officers' and supervisors comments and add their own written comments before submitting to the Chief for final action.

#### **1.502.05    Uniform Exchange 17.5.1)**

- A. All issued uniform parts and accessories will be exchanged through Logistics.
- B. Unserviceable uniform parts and accessories will be replaced without regard to amount of time the items have been in service.
- C. The agency will have serviceable uniform parts cleaned as appropriate before reissuing them to other employees.
- D. Additional or replacement uniform parts and accessories will be requested consistent with **1.433 Service Request System**.

#### **1.502.10    Uniform Alterations**

- A. Routine alterations such as hemming pants, adjusting waist size, sewing on new patches, chevrons, etc. are paid for by the agency.

- B. All other or non-routine uniform alterations require the approval of the commander responsible for the logistics function.
- C. Employees may be charged the costs of unauthorized uniform alterations.

#### **1.502.15 Uniform & Equipment Return (17.5.1)**

- A. Employees who leave the agency will turn in all issued uniform parts and equipment to Logistics.
- B. Officers who are promoted or reclassified above the rank of private will be issued appropriate rank insignias.

### **1.504 WEARING UNIFORMS (41.3.4)**

#### **1.504.02 Awards and Commendations**

- A. Agency awarded citation bars may be worn on uniform shirts or dress blouses at the discretion of individual employees.
- B. Citation Bars:
  - 1. Will be worn centered 0.25" above and parallel to the nameplate above the right breast pocket of uniform shirts or dress blouses;
  - 2. Will be worn in rows of no more than three per row;
  - 3. Will be displayed by prominence from left to right and top to bottom as viewed by facing individuals; and
  - 4. Earned in the military or other police agencies may be worn on uniform shirts or dress blouses with permission of the Chief. A maximum of one citation bar may be worn on the left breast pocket flap. It will be centered on the flap with the top edge of the citation bar parallel to and against the lower seam of the flap.

#### **1.504.04 Badges**

Unless otherwise described in this directive, uniformed employees who have been issued badges will wear them in the badge holders provided on their outermost garments.

#### **1.504.06 Badge Shrouds**

- A. Badge shrouds are authorized only for certain line of duty deaths in this or other Maryland agencies.
  - 1. Badge shrouds will be worn for 30 days when employees of this agency die in the line of duty.
  - 2. Badge shrouds will be worn through 2400 hours on interment days whenever Maryland officers die in the line of duty.
- B. Badge shrouds are authorized when attending police funeral memorial services.
- C. Only the Chief or a commander may authorize badge shrouds to be worn in other circumstances.

#### **1.504.08 Body Armor (41.3.5, 41.3.6)**

- A. All sworn personnel are issued body armor.
- B. It is highly recommended that on-duty uniformed officers involved in field enforcement activities wear their body armor.
- C. All on-duty officers will have their body armor accessible and available on site in a timely basis if it is not currently being worn.
- D. The Chief or commanders may order body armor be worn for cause at any time.
  - 1. Wearing body armor is required for all pre-planned, high-risk tactical situations such as warrant executions, drug raids, civil disturbance details, etc.
  - 2. Incident Action Plans will specify if wearing body armor is mandatory.
- E. The care and maintenance of body armor will be consistent with manufacturer's instructions and recommendations.

- F. Normally, officers will wear their body armor WITH THEIR VEST CARRIERS OR beneath their uniform of the day. During emergencies or tactical operations, officers may be authorized to wear body armor WITHOUT THEIR VEST CARRIERS as an outer garment.
- G. Officers must promptly report any changes that affect proper fit, wear, or function of their body armor through their chain of command to the commander responsible for Logistics.

#### **1.504.10 Dress Blouses**

- A. Rank insignias, badges, weapons medal, and nametags must be worn on dress blouses.
- B. Citation bars may be worn on dress blouses.
- C. Officers ranked lieutenant and above will wear:
  - 1. Brass toned, 1.25" state seals "squared" on upper lapel points of dress blouses;
  - 2. Rank insignias centered on blouse epilates with bars perpendicular to the length of epilates.
- D. Officers ranked private through sergeant will wear 0.75" brass toned state seals "squared" on upper lapel points of dress blouses.
- E. Officers ranked PFC through sergeant will wear brass toned, metal chevrons centered on blouse epilates with the chevrons perpendicular to the length of epilates and top points of the chevrons pointed toward the collar.
- F. Dress blouses for officers ranked corporal and sergeant will be provided with rank appropriate double or triple yellow and black chevrons that are centered and 0.5" below the agency patch on each sleeve.
- G. All front buttons will be buttoned when dress blouses are worn.

#### **1.504.12 Expandable Batons**

Officers ranked sergeant and below who are involved in uniformed field enforcement activities will wear issued or authorized expandable batons and holders consistent with their training.

#### **1.504.14 Footwear**

- A. Footwear with all uniforms of the day, excepting dress uniforms will be shoes, boots, or athletic type shoes.
- B. Shoes will be:
  - 1. Black low quarter only (no boots) when wearing the Class A – Dress Uniform;
  - 2. Black, round toe, plain-tip style, smooth leather uppers, and free from writing on the outside;
  - 3. Military type or design, with no buckles, snaps, or Velcro;
  - 4. Free from perforations or holes in the uppers, other than arch vents; and
  - 5. Well-polished, shined, and in a good state of repair.
- C. Boots will be:
  - 1. Black, round toe, plain-tip style, smooth leather or fabric uppers, and free from writing on the outside;
  - 2. Military type or design, with no buckles, snaps, or Velcro;
  - 3. Free from perforations or holes in the uppers, other than arch vents;
  - 4. Well-polished, shined, and in a good state of repair; and
  - 5. Permitted if they have side zipper closures but otherwise conform to design requirements;
- D. Uniform pants, except for bicycle pants, will be worn outside boots unless blousing will provide officers more protection from elements in work environments, such as protection during searches of densely wooded areas.
- E. Plain black pullover rubber boots may be worn during inclement weather.
- F. Athletic type shoes will be:
  - 1. Solid black, with low quarter leather uppers;
  - 2. Conservatively styled;
  - 3. Free from overly large writing; and
  - 4. Well-polished and in a good state of repair.

- G. Commanders or officers in charge of special events or details may exclude the wearing of athletic type shoes as part of the uniform of the day.

#### **1.504.15 Garrison Belt**

- A. Garrison belts are black leather, 1.5" wide belts that:
1. Are issued to all officers, PSOs, and PCOs; and
  2. Will be worn as the pants belt for all uniform pants.
- B. Officers are issued and will wear garrison belts with brass tone buckles.
- C. PSOs and PCOs are issued and will wear garrison belts with silver toned buckles.

#### **1.504.16 Gloves**

- A. Gloves may be worn in colder weather provided they are colored solid black.
- B. Bicycle gloves may be worn only during bicycle patrol operations.
- C. White gloves may be worn for ceremonial occasions, other special occasions, or for traffic direction.
- D. Weighted gloves and gloves that interfere with the performance of police duties are prohibited.
- E. Protective gloves may be worn while rendering first aid, conducting searches of persons, vehicles, etc.
- F. Mittens and fingerless gloves are prohibited.

#### **1.504.18 Gunbelt**

- A. All uniformed officers who are regularly engaged in or assigned to field enforcement activities or special events will wear the inner garrison belt and the full, agency issued gunbelt.
1. The inner belt will be passed through each trouser belt loop and adjusted so that it fits snugly to the wearer's waist.
  2. The gun belt will be worn over the garrison belt and will fit snugly, completely covering the garrison belt.
  3. All leather and brass will be well polished, shined, and in a good state of repair. Other than regular polishing and care consistent with manufacturers' recommendations, special appearance enhancement products will not be used.
- B. Required articles on the police gunbelt are:
1. Issued or authorized holster and handgun;
  2. Issued handcuff case and handcuffs;
  3. Issued expandable baton and holder;
  4. Issued OC case and spray (ALLOWED ON EXTERNAL VEST CARRIER); and
  5. Issued magazine holder with two fully loaded magazines.
- C. Other agency issued or authorized equipment may be worn on the police gunbelt as appropriate, but will not interfere with the use or operation of required equipment. Authorized equipment includes, but is not limited to:
1. Portable radio holder or bracket (ALLOWED ON EXTERNAL VEST CARRIER);
  2. Single or double clip key ring;
  3. Belt keepers, not more than 4, not wider than 2;"
  4. Miniature flashlight and holder (ALLOWED ON EXTERNAL VEST CARRIER);
  5. Flashlight ring;
  6. Utility tool, e.g., "Leatherman (ALLOWED ON EXTERNAL VEST CARRIER);"
  7. Second handcuff case and handcuffs (ALLOWED ON EXTERNAL VEST CARRIER); and
  8. Pouch for medical examination type gloves (ALLOWED ON EXTERNAL VEST CARRIER).
- D. Officers must obtain permission from their bureau commanders to wear other, non-listed equipment on their gunbelts.
- E. Uniformed officers assigned to non-patrol or administrative duties have the option of wearing the garrison belt with the issued or authorized handgun, administrative holster, and handcuffs in lieu of wearing the full gunbelt.

- F. Officers ranked private through sergeant who wear dress blouses will wear full gunbelts.
  - 1. The components authorized to be worn on dress gunbelts are:
    - a. Handgun and holster;
    - b. Handcuffs and handcuff case;
    - c. Two fully charged magazines in dress magazine holder;
    - d. Sam Browne style shoulder strap; and
    - e. Other issued or authorized equipment appropriate to the assignment.
  - 2. The Sam Browne style dress shoulder strap will be affixed on gunbelts to the immediate front and rear of holsters with straps running under dress blouse epaulets of off-hand shoulders.

#### **1.504.20 Handcuffs**

- A. Uniformed officers involved in general field operational duties will wear their issued handcuffs in the issued handcuff case holder. The handcuff holder will be maintained to ensure a uniform black appearance. A second pair of handcuffs, approved by Logistics may be worn, but only in an issued handcuff case.
- B. On-duty officers who are in or out of uniform and not involved in general field duties will wear or carry issued handcuffs, or have them immediately accessible.
- C. Officers wearing or carrying handcuffs must also carry at least one handcuff key.
- D. Officers working duty assignments where carrying handcuffs may compromise their assignments may be exempted from this requirement with command approval.

#### **1.504.22 Handguns & Ammunition**

- A. On-duty officers will carry only their issued or authorized handguns in their issued or authorized holsters.
- B. Handguns will be carried with a round chambered from a fully loaded magazine.
- C. Uniformed officers involved in general field operational duties will wear two additional, fully charged magazines on their duty belts.
- D. Officers working duty assignments where carrying handguns and ammunition may compromise their assignments can be exempted from this requirement with command approval.

#### **1.504.24 Hats**

- A. Uniformed employees will wear only those hats authorized or issued by the agency.
- B. Generally, hats will be worn during regular on-duty activities, during all special events, while directing traffic as practical, or by order of the Chief, event, or incident commanders.
- C. Generally, hats will not be worn:
  - 1. In hazardous or other situations requiring cover or concealment;
  - 2. While inside agency facilities;
  - 3. When ordered by the Chief, designee, or event or incident commander; and
  - 4. Out of respect and common courtesy in situations that include, but are not limited to:
    - a. The residence, office, etc. of complainants;
    - b. Eating inside establishments; or
    - c. Courtrooms, funeral homes, or places of worship.
- D. Hats do not need be worn:
  - 1. While in vehicles;
  - 2. In emergency situations where speed and efficiency would be a concern;
  - 3. In extremely windy weather; or
  - 4. Vehicle stops where wind turbulence could dislodge hats.
- E. Eight point hats will be:
  - 1. Worn year around only with Class A and Class B uniforms;
  - 2. Equipped with rank specific shields and bullion as determined by the Chief; and

3. Worn with the base of the hat level to the ground and the visor centered over the nose.
- F. The agency issued baseball style hat will be worn year around:
  1. By officers in Class B uniforms;
  2. By PSOs in any uniform style; and
  3. Worn with the bill of hat level with the ground and centered over the nose.
- G. Uniformed officers and PSOs may wear issued knit hats as an option only when actively deployed to field duties during periods of cold temperatures.
  1. When worn, the embroidered gold lettering must be completely visible and centered on the employee's forehead.
  2. In addition to the prohibitions listed in C., knit hats will not be worn to:
    - a. Training hosted or attended by allied agencies; or
    - b. Criminal or administrative hearings.

#### **1.504.28 Holsters**

- A. On-duty, uniformed officers regularly engaged in field activities will wear their issued or authorized holsters on the strong side of their gunbelts.
- B. Uniformed, non-uniformed, and armed officers in business attire who are not assigned to routine field duties will wear issued administrative holsters on their strong side.
- C. The Chief may authorize the wearing of other types and styles of holsters for on-duty personnel in non-uniformed field activities.

#### **1.504.30 Name Plate**

- A. Employees will wear only those nameplates that are issued by the agency or that meet agency issue specifications.
- B. Name plates will be worn on the outermost garment of the uniform of the day.
- C. Name plates will be attached to the garments using any provided holders on garments. On uniform shirts, nameplates will be centered above the right breast pocket flap with bottom of the plate resting along the uppermost pocket flap stitching to ensure horizontal alignment.
- D. Name plates will be maintained in a high state of luster with black contrasting lettering as when issued.

#### **1.504.32 Neck Wear**

- A. Neck wear for officers, PSOs, and PCOs who are wearing long sleeve uniform shirts will be:
  1. Issued neckties with accompanying state seal tie bars or tie pins for Class A and CLASS B uniforms for Lieutenant and above ~~and for all court appearances;~~
  2. Class B uniforms FOR SERGEANT AND BELOW INCLUDING PSOs AND PCOs, an open collar, issued ties and tie bars or tie pins or optional, personally owned undergarments with turtleneck or mock turtleneck collars, or "dickies," as optional neck wear only underneath long-sleeved uniform shirts. ~~Open collars and "Dickies" are not authorized for court or hearing appearances.~~
- B. Dickies must have all side edges concealed from view under long sleeved uniform shirts with the top shirt button unbuttoned. Optional undergarments or dickies must be:
  1. For officers, black knit, micro-fiber, etc., have plain tops (no lettering, logos, designs, etc.), or with 0.5" – 1.0" gold colored, block lettering of "TUPD" offset to the wearers' left side.
  2. For PSOs and PCOs, blue knit, micro-fiber, etc., have plain tops (no lettering, logos, designs, etc.), or with 0.5" – 1.0" silver colored, block lettering of "TUPD" offset to wearers' left side.
- C. Uniformed employees wearing neckties and tie bars or pins must have the neckwear properly affixed at the junction of buttoned collars when in the view of the public.
  1. Only issued ties will be worn with the uniform.
  2. The issued tie bar or pin will be attached to the tie and shirt. The top of the state seal will be approximately parallel to the bottom edge of the shirt pocket flaps.

- D. Commanders or officers in charge of special events or details may exclude open collars, turtlenecks or “Dickies” as part of the uniform of the day.

#### **1.504.34 Police Patch**

- A. The agency police patch will be worn on both sleeves of issued blouses, jackets, sweaters, long sleeve shirts, and short sleeve shirts issued to officers and PSOs.
- B. A police communications patch will be worn on both sleeves of issued sweaters, long sleeve shirts, and short sleeve shirts issued to PCOs.
- C. BOTH THE POLICE AND COMMUNICATION’S SHOULDER PATCH WILL BE WORN ON EACH SLEEVE ½ INCH BELOW THE SHOULDER SEAM. DISPLAY ON NON-UNIFORM EQUIPMENT IS PROHIBITED.

#### **1.504.36 Portable Radio and Case**

- A. Uniformed officers and PSOs conducting field activities will wear issued portable radios and radio cases on the weak side of their gunbelts OR ON ISSUED VEST CARRIERS.
- B. Non-uniformed personnel will carry issued portable radios in accordance with standards designed to ensure the safety and security of radios.

#### **1.504.38 Pullover Sweaters**

- A. Issued pullover, V-necked sweaters are authorized components of the winter uniform as temperatures dictate. Sweaters may be worn in lieu of, or under issued jackets.
- B. Sweaters will have the agency patch attached to both shoulders, approximately 1” from the shoulder seam and centered.
1. Badge and name plate holders are provided on sweaters and will be utilized for those purposes when sweaters are being worn as outer most garments.
  2. Except badges and nametags, no pins, citation bars, etc. will be worn on sweaters unless specifically authorized by the Chief.
- C. When sweaters are worn, tails will be tucked in or in such a manner that handguns are not covered and sweater materials do not bunch up around gun belts.

#### **1.504.40 Rank Insignia {Revised: 04/06/23}**

- A. Uniformed personnel will wear rank insignia as described herein.
- B. Colonel (CHIEF OF POLICE)
1. Gold tone STARS (2) affixed to collars of uniform shirts AND JACKET/SWEATER SHOULDERS.
  2. Four 0.5” yellow braids on each sleeve of the dress blouse with 3/8” separation between braids. The braids will begin 2.25” from the bottom of the sleeves WITH TWO YELLOW TONE STARS.
- C. Major (DEPUTY CHIEF)
1. Gold tone oak leaf affixed to collars of uniform shirts AND JACKET/SWEATER SHOULDERS.
  2. Three 0.5” yellow braids on each sleeve of the dress blouse with 3/8” separation between braids. The braids will begin 2.25” from the bottom of the sleeves WITH ONE YELLOW TONE STAR.
- D. Captain
1. Gold tone twin bar pins affixed to collars of uniform shirts AND JACKET/SWEATER SHOULDERS.
  2. Two 0.5” yellow braids on each sleeve of the dress blouse with 3/8” separation between braids. The braids will begin 2.25” from the bottom of the sleeves.
- E. Lieutenant
1. Gold tone single bar pins affixed to collars of uniform shirts AND JACKET/SWEATER SHOULDERS.
  2. One 0.5” yellow braid on each sleeve of the dress blouse. The braid will begin 2.25” from the bottom of the sleeves.
- F. Sergeant
1. Triple gold tone chevrons will be worn ON UNIFORM SHIRTS AND JACKET/SWEATER SHOULDERS.

2. Double yellow and black fabric chevrons centered on each shirt sleeve 0.5" below the agency patch.

G. Corporal

1. Double gold tone chevrons will be worn ON UNIFORM SHIRTS AND JACKET/SWEATER SHOULDERS.
2. Double yellow and black fabric chevrons centered on each shirt sleeve 0.5" below the agency patch.

H. Private First Class

1. Brass toned 0.75" state seal ornaments will be worn parallel to and 0.50" from the collar's button side, with the top of the state seal 0.75" from the top of the collar.
2. Single yellow and black fabric chevrons centered on each shirt sleeve 0.5" below the agency patch.

I. Private

Brass toned 0.75" state seal ornaments will be worn parallel to and 0.50" from the collar's button side, with the top of the state seal 0.75" from the top of the collar.

J. Public Safety Officer

Silver toned 0.75" state seal ornaments will be worn parallel to and 0.50" from the collar's button side, with the top of the state seal 0.75" from the top of the collar.

K. Officer-In-Charge (OIC) Epaulets

1. Officers below the rank of sergeant who serve as a patrol OIC will be issued and wear OIC GOLD PINS.
2. The OIC PINS:
  - a. Are gold;
  - b. Will be worn on the shirt collar; and
  - c. Will be worn only when an officer is serving as a patrol OIC.

L. POLICE COMMUNICATIONS OPERATORS (PCOs) & (PCO LEADS)

1. PCO - SILVER TONED 0.75" STATE SEAL ORNAMENTS WILL BE WORN PARALLEL TO AND 0.50" FROM THE COLLAR'S BUTTON SIDE, WITH THE TOP OF THE STATE SEAL 0.75" FROM THE TOP OF THE COLLAR.
2. PCO LEADS - WEARING THE PCOL "LEAD" PIN IS MANDATORY FOR ALL PCO LEADS ON THEIR SUMMER, WINTER, AND DRESS UNIFORMS.

M. WEARING OF COLLAR RANK INSIGNIA:

1. LOCATED ON EACH SIDE OF THE UNIFORM SHIRT COLLAR.
2. FOR PCO LEADS, LIEUTENANTS AND ABOVE, THE INSIDE OF THE EDGE OF THE INSIGNIA WILL BE LOCATED ¾ OF AN INCH FROM THE INSIDE EDGE OF THE SHIRT COLLAR AND CENTERED BETWEEN THE TOP AND BOTTOM EDGE OF THE COLLAR.
3. FOR PFC'S TO SERGEANTS, THE BOTTOM TWO EDGES WILL MEET THE HEMLINE OF THE LOWER FRONT COLLAR AT A 45-DEGREE ANGLE WITH THE TIP POINTING TOWARD THE UPPER COLLAR.

O. WEARING OF SHOULDER RANK INSIGNIA:

1. LOCATED ON EACH SHOULDER EPAULET OF THE DRESS BLOUSE, JACKET OR SWEATER. IF MANUFACTURING STITCHING PREVENTS PINNING OF THE INSIGNIA FROM 1 ½ INCHES FROM THE SHOULDER SEAM, THEN PLACE THE INSIGNIA JUST ABOVE THE TOP OF THE STITCHING ON JACKETS.
2. LIEUTENANTS AND ABOVE, CENTERED ON THE COAT EPAULET BARS PERPENDICULAR TO THE LENGTH OF EPILATES AND 1 ½ INCHES FROM THE SHOULDER SEAM.
3. PFC'S TO SERGEANTS, APPROXIMATELY 1 ½ INCHES FROM THE SHOULDER SEAM, PERPENDICULAR TO THE LENGTH OF EPAULET AND TOP POINTS OF THE CHEVRONS POINTED TOWARD THE COLLAR.



P. PHOTOGRAPHS OF COLLAR RANK INSIGNIA

1. CHIEF AND COMMAND STAFF:



2. PFC, CORPORAL AND SERGEANT:

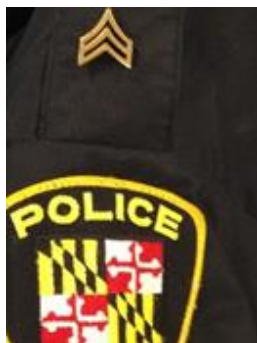


Q. PHOTOGRAPHS OF SHOULDER RANK INSIGNIA:

1. CHIEF AND COMMAND STAFF:



2. PFC, CORPORAL AND SERGEANT:



(TOP OF STITCHING ON EPAULET IF NECESSARY)

#### **1.504.42 Reflective Safety Vests (61.3.2.e)**

- A. Reflective safety vests are issued to all officers and PSOs.
- B. Reflective safety vests will be worn as outermost garments whenever employees are directing traffic.  
This requirement is waived for emergency, short-term situations.

#### **1.504.44 Scarves**

Uniformed employees are permitted during periods of cold weather to wear black scarves that do not interfere with the performance of their duties.

#### **1.504.46 Shirts**

- A. Long sleeve shirts will be worn with the sleeves extended and all buttons fastened excepting the top collar button when wearing turtlenecks or dickies.
- B. Short sleeve shirts will be worn with all buttons fastened except the top button.
- C. Police officers are issued black long and short sleeve shirts for summer and winter wear and white long sleeve shirts for formal wear.
- D. PSOs and PCOs are issued blue long and short sleeve shirts for summer, winter, and formal wear.

#### **1.504.48 Socks**

- A. Solid black socks will be worn.
- B. Socks worn with boots may be other colors provided the socks are not visible at boot tops when officers or PSOs are seated.
- C. Socks worn while on bicycle patrol may be white, with no stripes, other colors, or brand markings visible.

#### **1.504.50 Specialized Pins**

- A. Uniformed employees are allowed to wear issued or authorized specialized pins above the nameplate on the uniform shirt only.
- B. Uniformed employees may wear agency issued specialized pins so long as the employees are currently assigned or certified in specialized positions, units, or functions.
- C. No more than two specialized pins will be worn in rows of two, centered above nameplates.
- D. Agency issued specialized pins include, but are not limited to:
  - 1. FTO;
  - 2. K-9;
  - 3. RIFLE;
  - 4. Police Bicycle Operator; and
  - 5. RAD.

#### **1.504.52 T-Shirts, Undershirts, Thermal Shirts**

- A. Employees wearing long sleeve uniform shirts with ties or “Dickies” may wear T-shirts, undershirts, thermal shirts, etc., so long as no portions of those garments are visible, e.g., lettering or designs visible through uniform shirts or portions of shirts hanging below uniform sleeves, or show at the collars.
- B. Employees wearing short sleeve uniform shirts or long sleeve shirts with an open collar may wear T-shirts so long as the T-shirts are the same color as uniform shirts and do not hang below uniform sleeves. T-shirts that are a different color than uniform shirts will not be visible at all.
- C. See also **1.504.32 Neck Wear**.

#### **1.504.54 Weapons Medal**

Weapons qualification medals are mandatory wear for officers' summer, winter, and dress uniforms. They will be worn centered on right breast pocket flaps with top edges of the upper bar 0.50" below and parallel to name plates and should reflect officers' latest qualification scores.

#### **1.504.56 Whistles**

Officers and PSOs engaged in uniformed field activities or traffic control assignments will have immediate access to whistles, but will not wear or carry them as shirt accouterments.

#### **1.504.58 Winter Jackets**

- A. Issued winter jackets are authorized for wear year-around as temperatures dictate.
- B. Only badges, nameplates, metal rank insignias, and agency patches will be worn on jackets.
  - 1. One patch will be on each sleeve as applied before jackets are issued.
  - 2. Badges and nameplates will be worn in the provided holders.
  - 3. Metal rank insignias will be worn by:
    - a. Lieutenants and above, centered on the coat epaulette bars perpendicular to the length of epilates; and
    - b. Sergeants through PFC, approximately ½" from the shoulder seam, perpendicular to the length of epilates and top points of the chevrons pointed toward the collar.

#### **1.504.60 Writing Instruments**

- A. All personnel must have immediate access to writing instruments.
- B. Uniformed employees engaged in field activities will have immediate access to black ballpoint ink pens.
- C. Writing instruments may be carried only in left, front shirt pocket penholders or other penholders designed into other uniform shirts, such as bicycle uniform shirts.

### **1.506 UNIFORM DESIGNATIONS (41.3.4) Revised {04/02/23}**

#### **1.506.02 Class A – Dress Uniform**

- A. The Class A – Dress Uniform:
  - 1. May be worn year-around as a uniform of the day for officers ranked lieutenant and above; and
  - 2. May be worn only on formal or ceremonial occasions by Police Communications Operators (PCOs), PSOs, and officers ranked sergeant and below.
- B. The Class A – Dress Uniform for lieutenant and above is comprised of:
  - 1. Dress blouse and accouterments;
  - 2. Black uniform trousers with black accent stripe;
  - 3. White long sleeve shirt;
  - 4. Black necktie and tie bar or pin;
  - 5. Black eight point uniform hat and shield;
  - 6. Black, quarter top shoes;
  - 7. White gloves for formal occasions only;
  - 8. Appropriate rank insignia; and
  - 9. Issued pancake style holster and firearm, extra magazine, and handcuffs
- C. The Class A – Dress Uniform for sergeants and below who have not been issued dress blouses, is comprised of:
  - 1. Jacket as weather appropriate;
  - 2. Black uniform trousers with black accent stripe;
  - 3. White long sleeve shirt;
  - 4. Black necktie and tie bar or pin;
  - 5. Black eight point uniform hat and shield;
  - 6. Black quarter top shoes;

7. White gloves for formal occasions only;
  8. Appropriate rank insignia; and
  9. Full gunbelt with all issued, mandatory leather items and firearm.
- D. The Class A – Dress Uniform for sergeant and below who have been issued dress blouses requires those officers to wear their issued dress blouses, full gunbelt and ~~“Sam Brown” style shoulder strap~~ in addition to applicable items described in C. consistent with **1.504.18.F**.
- E. The Class A – Dress Uniform for PSOs is comprised of:
1. Jacket as weather appropriate;
  2. Blue trousers;
  3. Blue long sleeve shirt;
  4. Black necktie and tie bar or pin;
  5. Blue baseball style uniform hat;
  6. Black quarter top shoes;
  7. White gloves for formal occasions only; and
  8. Garrison belts.
- F. The Class A – Dress Uniform for PCOs is comprised of:
1. Blue trousers;
  2. Blue long sleeve shirt;
  3. Black necktie and tie bar or pin;
  4. Black quarter top shoes;
  5. White gloves for formal occasions only; and
  6. Garrison belts.

**1.506.04 Class B – Staff Uniform** {Revised: 04/06/23}

- A. The Class B – Staff Uniform, in LONG SLEEVE AND SHORT SLEEVE PER DIRECTIVES may be worn year-around as the uniform of the day for officers ranked lieutenant and above.
- B. The Class B – Staff Uniform is comprised of:
1. Black winter jacket (optional as temperatures vary);
  2. For the winter version:
    - a. Black pullover sweater (optional as temperatures vary);
    - b. White long or short sleeve shirt and accouterments consistent with **1.506.14 Uniform of the Day**;
    - c. Issued neckties with accompanying state seal tie bars or tie pins except when wearing short sleeve shirts;
    - d. Black eight point uniform hat and shield;
  3. For the summer version:
    - a. White short sleeve shirt OR WHITE SHORT SLEEVE POLO SHIRT and accouterments; and
    - b. Black eight point uniform hat and shield;
  4. Appropriate rank insignia;
  5. Black uniform trousers with accent stripe;
  6. Black shoes, boots, or athletic type shoes; and
  7. Full gun belt with all issued leather items and firearm or garrison belt and an issued or authorized handgun, administrative holster, handcuffs, and extra magazine.

**1.506.06 Class B – Field Uniform** {Revised: 03/09/16}

- A. The Class B – Field Uniform, in its summer or winter versions as applicable:
1. Will be worn as the uniform of the day for:
    - a. Officers ranked sergeant and below;
    - b. PSOs and PCOs; and

2. May be worn as the uniform of the day for commanders who are taking part in other duties more suitable for the field uniform.
- B. The Class B – Field Uniform for officers consists of:
  1. Black jacket as weather appropriate with full gunbelt;
  2. For the winter version:
    - a. Black pullover sweater (optional as temperatures vary);
    - b. Black long or short sleeve shirt and accouterments consistent with **1.506.14 Uniform of the Day**;
    - c. Neckwear consistent with **1.504.32**;
  3. For the summer version, black short sleeve shirt and accouterments;
  4. Black baseball style hat;
  5. Appropriate rank insignia;
  6. Black trousers without accent stripes;
  7. Black shoes, boots, or athletic type shoes; and
  8. Gun belt with all issued leather items and firearm or, for officers not actively involved in field activities, garrison belt and an issued or authorized handgun, administrative holster, handcuffs, and extra magazine.
- C. The Class B – Field Uniform for PSOs consists of:
  1. Blue jacket (optional as temperatures vary);
  2. For the winter version:
    - a. Blue pullover sweater (optional as temperatures vary);
    - b. Blue long or short sleeve shirt and accouterments consistent with **1.506.14 Uniform of the Day**;
    - c. Neckwear consistent with **1.504.32**;
  3. For the summer version, blue short sleeve shirt and accouterments;
  4. Blue trousers;
  5. Blue baseball style hat;
  6. Black low quarter, boots or athletic type shoes; and
  7. Garrison belt.
- D. The Class B – Field Uniform for PCOs consists of:
  1. Blue sweater (optional as temperatures vary);
  2. For the winter version:
    - a. Blue long or short sleeve shirt and accouterments consistent with **1.506.14 Uniform of the Day**;
    - b. Neckwear consistent with **1.504.32**;
  3. For the summer version, blue short sleeve shirt and accouterments;
  4. Blue trousers
  5. Black shoes, boots, or athletic type shoes; and
  6. Garrison belt.

#### **1.506.08 Bicycle Uniform**

- A. The bicycle uniform is a Class B – Field Uniform for officers assigned to conduct bicycle patrol.
- B. The bicycle uniform is comprised of:
  1. Issued, specialized bicycle uniform pants, including long pants & BDU style shorts;
  2. Bicycle helmet;
  3. Black biking shoes or black athletic type shoes; and
  4. Complete leather or specialized gunbelt with all issued items and firearm.
- C. Officers and PSOs who are issued bicycle uniforms may wear them as the uniform of the day whenever temperatures are predicted to be 90 degrees or higher, regardless if they are conducting bicycle patrols.
- D. The bicycle uniform will not be worn to court.

### **1.506.10 K-9 Uniform**

- A. The K-9 uniform is a Class B – Field Uniform and is the uniform of the day for officers assigned to conduct K-9 program activities.
- B. The K-9 uniform is the agency's winter or summer uniform as applicable with:
  - 1. Issued leather jacket (optional as temperatures vary);
  - 2. Black pullover sweater (optional as temperatures vary); and
  - 3. K-9 shirt pin.

### **1.506.12 Uniform of the Day** {03/09/16}

- A. Between April 1 and November 1, the summer uniform, i.e., short sleeve shirt may be worn at the discretion of sworn personnel. Officers, PSOs, and PCOs have the option of wearing short sleeve shirts when long sleeve shirts are the uniform of the day (November 1 – April 1) if the locally forecasted high temperature for the day is 65° or higher.
- B. Wearing of the uniform of the day is mandatory for:
  - 1. Officers and PSOs assigned to uniformed field activities; and
  - 2. PCOs for all duty assignments.
- C. Operations Orders will specify the uniform of the day. For special events such as football and lacrosse, all officers on duty during the hours of the special event will wear the designated uniform of the day.
- D. Training Orders will specify the uniform of the day for training activities.
- E. The Chief or officers in charge of special events may mandate wearing particular uniform styles as reasonable and prudent responses to the type, nature, or circumstances of events.

### **1.506.14 Uniform Availability**

Officers, PSOs, and PCOs, when attired in other than the summer or winter uniform will have full uniforms accessible to them at their duty assignments.

### **1.506.16 Business Attire**

- A. Agency employees who do not by option or mandate wear agency uniforms will dress in a manner, which reflects a professional appearance.
- B. Business attire is the year-around dress of the day for non-sworn administrative and support staff.
- C. Business attire is mandated for officers who are:
  - 1. Working non-patrol or administrative assignments and elect not to wear the uniform of the day;
  - 2. Attending training or functions where business attire is appropriate and designated;
  - 3. Attending agency related court or hearings consistent with **1.506.24**.
- D. Officers wearing business attire as an option, do so at their own risk and expense.
- E. Business attire for male employees is:
  - 1. A shirt and tie with a business suit; or
  - 2. A shirt and tie with an appropriate sport coat and dress slacks.
- F. Business attire for female employees is:
  - 1. A blouse or sweater with slacks or a business suit;
  - 2. A blouse or sweater with an appropriate sport coat and dress pants or skirt; or
  - 3. A dress.
- G. Employees may elect to wear an additional vest or sweater with their business attire.

### **1.506.18 Business Casual Clothes**

- A. Wearing business casual clothes is mandated for employees who are:
  - 1. Attending training where uniformed, business, or plain / casual clothes is not appropriate or required; or
  - 2. Assigned to modified duty status to the extent allowed by their medical conditions or limitations.

- B. Business casual clothing includes collared shirts without ties or golf or polo style shirts and trousers such as Chinos, khakis, or dress pants for men, skorts, culottes, skirts, or dress slacks and golf or polo style shirts, blouses or sweaters for women. Warm-ups, sweat suits, shorts, jeans, t-shirts, tank tops, and all forms of sandals and athletic shoes are inappropriate for business casual clothing.

#### **1.506.20 Plain/Casual Clothes**

- A. The wearing of plain or casual clothes is mandated for officers who are:
1. Working non-uniformed surveillances; or
  2. Attending training where uniformed or business attire is not appropriate because of the nature of the training.
- B. Plain/Casual clothing is that style of informal dress that is intended to allow employees to fit in or blend in with the general civilian population based on the nature of the assignment or duty. Certain articles of clothing may either be mandated, such as pants v. shorts, or forbidden, such as sandals, based on the assignment or duty.

#### **1.506.22 Court and Hearing Appearances**

- A. For agency related court and hearing appearances:
1. On-duty patrol officers and PSOs will wear the uniform of the day;
  2. Off-duty officers and PSOs may wear the uniform of the day or business attire;
  3. Non-patrol officers have the option of wearing the uniform of the day or business attire;
  4. Ties and tie pins or bars will be worn by uniformed employees; and
  5. Employees will not wear casual clothes.
- B. Employees will not wear their uniforms in court or hearings that are unrelated to their official duties.

#### **1.508 GROOMING STANDARDS (26.1.1)**

- A. All on-duty employees will adhere to grooming standards as applicable to their job classes.
- B. Uniformed employees will wear only such uniforms, badges, rank insignia, accouterments, equipment, etc. as prescribed in agency directives.
- C. Hairpieces or wigs worn on duty must conform to the same standards stipulated for natural hair.
- D. Hair coloring or frosting is permitted. Extreme or unnatural colors are prohibited, e.g., blue, pink, purple, green, etc.
- E. Employees will present a neat, clean, and professional appearance and demeanor except for officers who are specifically involved in covert or investigative activities wherein deviation is operationally necessary.
- F. Supervisors are responsible for monitoring their employees, inspecting them daily, and ensuring they adhere to grooming, appearance, and uniform standards.

##### **1.508.02 Hair Standards**

- A. Officers' and PSOs' hair will:
1. Be neat, well groomed, and clean;
  2. Not bunch out to the front, side, or rear of headgear;
  3. Not interfere with the normal wearing of uniform hats or give the appearance that uniform hats do not fit properly;
  4. Not have tracks, designs, or sculptures cut in it;
  5. Not have decorations, pins, clips, etc., except those that blend naturally into the hair and are necessary to hold hair in place, i.e., bobby pins;
  6. When properly combed, will not touch the eyebrows or touch the shirt collar when officers or PSOs are standing or sitting erect;
  7. May cover the top one-quarter of the ears; and
  8. For males, will be tapered or blocked in the back.

- B. PCOs' hair will:
1. Be neat, well groomed, and clean;
  2. Not have tracks, designs, or sculptures cut in it; and
  3. Not have decorations, pins, clips, etc., except those that blend naturally into the hair and are necessary to hold hair in place, i.e., bobby pins.

**1.508.04 Facial Hair** *Revised {07/07/21}*

- A. Officers', PCOs' and PSO's with sideburns must:
1. Be neatly trimmed;
  2. Be of even width and not flared;
  3. Not extend below the lowest point of the ear opening; and
  4. End with a horizontal line formed as employees face directly ahead.
- B. Officers, PCOs and PSOs may wear moustaches that:
1. Do not extend sideways past the caliper lines of the face;
  2. Do not extend downward over the top line of the upper lip;
  3. Are combed or groomed straight down; and
  4. Do not interfere with the fit or function of emergency equipment such as protective masks.
- D. Officers, PCOs and PSOs are permitted to wear beards provided they:
1. Are neat, clean, well groomed, and not longer than approximately one-quarter inch;
  2. Are not tinted with unnatural or extreme colors;
  3. Do not have tracks, designs or sculptures cut into them;
  4. Do not have clips, pins, jewelry, or other items affixed; and
  5. Do not interfere with wearing headsets or the fit or function of emergency equipment.
- E. Medical accommodations may be requested through employees' chains of command to the Chief on a temporary or long-term basis.
1. Requesting employees are responsible for providing the agency with copies of medical documentation positively identifying, the need for employees to wear beards, beyond the above scope anticipated length of time the accommodation will be necessary.
  2. Any conflicts between employees' and the university's health care providers relating to medical accommodation beard requests will be resolved consistent with the process established in **1.424.32 Sick Leave**.
  3. Re-evaluations will be ordered on a yearly basis for long-term medical or religious accommodations.
- F. Religious accommodations may be requested through employees' chains of command to the Chief on a temporary or long-term basis.
1. Requests must minimally contain original, signed correspondence from requesting employees' clergy members attesting to the religious basis or need for the accommodation and any time limits.
  2. Commanders will review requests and submit their written recommendations to the Chief.
  3. The Chief will grant, deny, or modify requests after reviewing documents submitted. Denials or modifications may be appealed consistent with **1.422 Grievances**.
  4. Re-evaluations will be ordered on a yearly basis for long-term medical or religious accommodations.
- G. For the safety of employees and in compliance with Occupational Safety and Health Administration standards, officers, PCOs and PSOs who have been granted accommodations may be required to shave when there are heightened probabilities that they will be in, are in, or are about to enter situations where the use of protective masks is required, and where the inability to safely use masks could endanger the employees or others.
- H. Officers PCOs and PSOs with either form of beard accommodation will not ordinarily be required to shave merely for training exercises using protective masks. However, employees will be required to shave if there are actual dangers of exposures to toxic environments.



#### **1.508.06 Fingernails**

- A. All employees' fingernails will be clean, neatly trimmed, present a professional appearance, and maintained at lengths that will not interfere with, hinder, or obstruct employees' duties and responsibilities.
- B. Officers, PSOs, and PCOs are restricted from wearing all but clear or neutral color nail polish.
- C. Jewelry will not be worn on fingernails.

#### **1.508.08 Personal Accessories**

- A. Personal accessories may be worn at employees' own risk so long as they present a professional appearance, do not cause a safety hazard, and do not interfere with, hinder or obstruct employees' duties and responsibilities.
- B. The following permissions and restrictions apply to officers and PSOs.
  - 1. Necklaces may be worn, but must not be visible.
  - 2. Rings are limited to two per hand, with none allowed on thumbs.
  - 3. Bracelets are not allowed, except for Medic-Alert, or other similar purpose bracelet.
  - 4. One wrist watch or pocket watch may be worn.
  - 5. Only females are permitted to wear earrings.
    - a. Only one earring may be worn per ear, centered on the earlobe.
    - b. The only earrings that are authorized are post or stud types and must not be greater than one-quarter inch in diameter.
  - 6. Body piercings, other than for earrings, will not be visible to the public while employees are on-duty.
  - 7. Glasses and sunglasses may be worn.
    - a. Prescription glasses will be worn according to prescribed needs.
    - b. Mirrored or highly reflective glasses and sunglasses are prohibited.
    - c. Sunglasses with dark lenses may be worn when needed. Employees should remove sunglasses when talking to citizens unless otherwise precluded because of bona fide safety considerations or the sunglasses have prescription lenses.
    - d. Frames for glasses and sunglasses must be black, silver or gold toned, or other suitable neutral color and conservatively designed.
    - e. Black elasticized or braided fabric or rope style glasses retainer straps are permitted except with dress uniforms.

#### **1.508.10 Religious Items**

- A. Except as described herein, on-duty uniformed employees may not visibly wear religious apparel or items if they do not meet the standards of agency directives.
- B. Employees may request religious accommodations through their respective chains of command to the Chief.
  - 1. Requests must minimally contain original, signed correspondence from requesting employees' clergy members attesting to the religious basis or need for the accommodation and any time limits.
  - 2. Commanders will review submitted requests and submit their written recommendations to the Chief.
  - 3. The Chief will determine whether or not to grant accommodations after reviewing documents submitted. Denials may be appealed consistent with **1.422 Grievances**.
  - 4. Reevaluations will be ordered on a yearly basis for long-term accommodations.
- C. Employees are not prohibited from wearing religious items simply because the items are religious in nature if wear is permitted of similar items of a nonreligious nature. An example would be wearing a ring with a religious symbol that otherwise meets the uniform standards for jewelry and is not worn in a work environment where rings are prohibited because of safety concerns.
- D. Employees may wear religious headgear while in uniform if the headgear:

1. Is black and does not contain any writing, symbols, or pictures;
2. Is of a style and size that it can be completely covered by standard departmental headgear;
3. Does not interfere with the proper wear or functioning of protective clothing or equipment; and
4. Is not being worn in place of departmental headgear when headgear is required.

## **1.508.12 TATTOOS AND MARKINGS**

### **1.508.12.02 GENERAL**

- A. Department members considering a new tattoo or marking should give due consideration to compliance with this policy.
- B. Members having tattoos or markings that fall within the prohibitions listed below may be subjected to discipline based upon the Department's interpretation of their tattoo or marking.
- C. Members are reminded that the prohibitions listed below are subject to interpretation and that interpretations of images or markings may change over time (i.e., a tattoo or marking considered acceptable today, may appear to be a violation of the policy in the future).
- D. Members will ensure all of their tattoos and markings are concealed by either the Department uniform or as outlined in this policy, unless the tattoo or marking has been reviewed by THE CHIEF OF POLICE, OR DESIGNEE, and approved for display while working.
- E. Each tattoo or marking will be reviewed and approved individually by THE CHIEF OF POLICE, OR DESIGNEE. All modifications or additions to previously approved tattoos and markings must be resubmitted to THE CHIEF OF POLICE, OR DESIGNEE, for subsequent approval to continue having the tattoo or marking visible while working.
- F. Members wishing to have a tattoo or marking visible while working, will follow the procedures below under the heading **TATTOO APPROVAL PROCESS**.
- G. Tattoos and markings that have not been approved by THE CHIEF OF POLICE, OR DESIGNEE, to be visible while the member is working, may be covered by an elastic bandage or elastic wrap, provided the wrap covers the entire tattoo or marking and must be located only on the armS or legS. The wrap must MATCH the uniform shirt color and HAVE no emblem, logo, or writing thereon.

### **1.508.12.04 PROHIBITED TATTOOS AND MARKINGS**

- A. Depictions of extremist philosophies, organizations, or activities: those that advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, sex, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the United States Constitution and federal or state law.
- B. Depictions of nudity or violence.
- C. Sexually explicit or vulgar art works or phrases including profane language.
- D. That that are grossly offensive to modesty, decency, or propriety.
- E. Symbols likely to incite a negative reaction by the public or in the workplace (e.g., swastikas, etc.).
- F. Those that depict illegal drugs or names, symbols, acronyms, or numbers related to illegal drugs.
- G. Names, initials, acronyms, or number that represent criminal or historically-oppressive organizations or street gang names (e.g., Aryan Brotherhood ("AB"), Ku Klux Klan ("KKK"), the Nazi Party or Third Reich, Mexican Mafia ("MM"), Black Guerilla Family ("BGF"), Hells Angels ("HA"), Mara Salvatrucha ("MS-13"), 666, etc.).
- H. Those displayed above the collarbone (i.e., visible skin while wearing the assigned uniform), or on the hands (i.e., wrist to fingertips) AS DETERMINED BY THE CHIEF OF POLICE OR DESIGNEE, except:
  1. Commitment band tattoos, which are around a single finger and used to replace a ring as a symbol of a significant event, or a commitment between two people.
  2. Restorative tattooing, micropigmentation, derma pigmentation, or cosmetic tattooing of the lips, eyebrows, or eyelashes is permitted, as long as it is subdued and moderate in tone and application.

I. Those that a reasonable person would find offensive AS DETERMINED BY THE CHIEF OF POLICE OR DESIGNEE.

#### **1.508.12.06 TATTOO APPROVAL PROCESS**

A. Members wishing to have a tattoo or marking visible while they are working will ensure the tattoo or marking is not prohibited as provided above.

B. Members who have an existing tattoo(s) or marking(s) they wish to have visible while working, will submit A MEMO THROUGH THEIR CHAIN OF COMMAND clear, color photographs of the tattoo(s) or marking(s) they wish to have reviewed. RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL WILL BE MADE BY THE MEMBER'S SUPERVISOR ON THE REQUEST.

C. Members who are considering obtaining a tattoo or marking that they wish to have reviewed, will submit detailed sketches and/or drawings depicting how the finished tattoo or marking will appear.

Members will:

1. Provide clear, color photographs of the tattoo(s) or marking(s) after completion to compare against the submitted sketches or drawings; and

2. Any substantive differences between the sketches or drawings and the final product will require reevaluation by the CHIEF OF POLICE, OR DESIGNEE, and may result in denial of a previously approved request.

D. Requesting members will complete a MEMO FOR APPROVAL OF TATTOO OR MARKING, containing the following:

1. A complete description of the tattoo(s) and/or marking(s).

2. The meaning behind the tattoo(s) and/or marking(s) as interpreted by the member.

E. Requesting members will submit their MEMO FOR APPROVAL OF TATTOO OR MARKING to their supervisor and attach the photographs, drawings, or sketches of the tattoo(s) or marking(s).

F. Supervisors receiving THE MEMO FOR APPROVAL OF TATTOO OR MARKING and related photographs, drawings, or sketches, will submit the documentation WITH THEIR RECOMMENDATION OF APPROVAL/DISAPPROVAL to THE CHIEF OF POLICE, OR DESIGNEE, THROUGH THEIR CHAIN OF COMMAND for review.

G. Members submitting requests to their supervisor:

1. May not have the tattoo or marking visible while they are working until an approval is received.

2. May be called to appear before THE CHIEF OF POLICE, OR DESIGNEE, if THE CHIEF OF POLICE, OR DESIGNEE, has additional concerns or questions in reference to a tattoo or marking.

3. Will be notified in writing of THE CHIEF OF POLICE, OR DESIGNEE'S, determination via their chain of command. Copies of all documentation regarding a tattoo/marking approval/denial will be placed in the member's personnel file.

H. Members wishing to appeal a denial by THE CHIEF OF POLICE, OR DESIGNEE, may submit a MEMORANDUM to the Chief of Police, or his/her designee, via their chain of command. A written response will be provided to the member via his/her chain of command and a copy of the response sent by the Office of the Chief, or his/her designee, to the member's personnel file.

I. EACH REQUEST FOR APPROVAL IS FOR EACH MEMBER TO REQUEST FOR EACH TATTOO/MARKING. THERE IS NO PRE-APPROVED LIST OF TATTOOS/MARKINGS OTHER THAN THE "COMMITMENT BAND" AS DESCRIBED ABOVE IN THE POLICY.

#### **1.508.12.08 TATTOO/MARKING REVIEW AND APPROVAL**

A. The prohibitions provided above WILL BE CONSIDERED IN ORDER TO:

1. Approve or deny members' requests to have their tattoos and/or markings visible while they are working.

2. Review tattoos and/or markings of applicants that may be visible while working for the Department, prior to applicants receiving final offers of employment. These reviews will be conducted to advise applicants if their tattoos or markings are eligible for approval to be visible while working.

- B. These approvals only address if applicants' tattoo(s) or marking(s) are eligible for approval to be visible while working. Applicants hired by the Department will follow the procedures contained in this policy, if they desire to have a tattoo or marking visible while working.
- C. THE CHIEF OF POLICE, OR DESIGNEE, will distribute a Department-wide announcement to all Department members if they discover a particular type of tattoo or marking that has been approved in the past is no longer being interpreted as acceptable (e.g., a symbol that was in common use in the past has been adopted by a group with extremist philosophies, etc.).
  - 1. Members affected by this announcement must submit a request to have their previously approved tattoo or marking resubmitted to THE CHIEF OF POLICE, OR DESIGNEE, for subsequent approval to continue having the tattoo or marking visible while working.