# Uniforms, Business Attire, Equipment and Grooming Standards

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<td>James L Whalen</td>
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Uniforms, Business Attire, Equipment and Grooming Standards

I. Purpose:

The purpose of this policy is to establish rules and regulations governing the use and maintenance of authorized equipment, apparel, and uniforms, as well as acceptable business attire and grooming standards.

II. Policy:

It is the policy of the University of Cincinnati Police Division to ensure that all personnel are properly attired and well-groomed while representing the Division. Personnel shall consistently present themselves in a professional manner, and shall only use authorized equipment, apparel, and uniforms. Such equipment, apparel, and uniforms shall be maintained in a neat and clean fashion at all times.

III. Definitions:

Business Formal Attire - Formal suit with business shirt and tie, or sports jacket with business shirt and tie, skirt suits or pant suits with formal business blouses or tops, closed toe and heeled dress shoes.

Business Conservative Attire – Business shirt and tie, blouse, sweater or top, dress slacks/trousers, skirt, dress and closed toe and heeled dress shoes.

Business Casual Attire - Collared or polo shirt, dress slacks/trousers or Docker/Khaki type pants, skirts, blouses, tops, sweaters, informal jackets/vest, and casual closed toed shoes.

The following clothing is not authorized while on duty:

- Tee shirts
- Open toed shoes, sandals or flip flops
- Heels that exceed 2 inches in height.
- Stiletto style heels
- Halter, tube or tank tops
- Miniskirts
- Spandex or yoga type pants
- Swimsuits or shorts
- Denim of any color

The only exceptions would be items approved by a supervisor due to duties, training or assignment.

IV. Procedure:

A. Workplace

1. Employees shall maintain their quarters, lockers and desks in a neat, clean and
orderly condition. They shall not store belongings of any kind on the floor, on cabinets or in other places open to view except issued helmets and hats.

2. Employee lockers will be secured only with a Division issued combination lock. Lockers, work areas and associated work equipment are the property of the Department of Public Safety, and the officers using these areas have no right to an expectation of privacy. Any areas provided to the employee for usage may be inspected at any time with proper notice. Any unauthorized items or contraband may be confiscated and result in discipline.

B. Equipment and Uniform

1. Uniform
   a. Employees will maintain their uniforms in a serviceable condition. Clothing will be clean, pressed and not be patched, torn or worn. All officers not working in uniform, will have a complete uniform in their lockers should they need to make a change.
   b. Officers will wear,
      1) On the right pocket flap of their uniform shirt; their nametag and “serving since” pin
      2) Above the right pocket seam; any commendations and special unit insignia pins authorized or awarded by the Division
      3) On the left pocket flap of the uniform shirt; any educational awards
      4) No other pin, award, or decoration may be worn on the uniform without written approval from the Police Chief.

See Uniform Shirt Illustration Below
c. When worn, coats or jackets will be buttoned/zipped up to the second button from the top of the shirt.

d. Unless otherwise indicated hats will be worn at all times when outside and in uniform. Authorized knit hats will only be worn if the temperature is below 45 degrees.

e. Unless directed by a supervisor, the changeover of uniforms for summer to winter is November 1st; and the change over from winter to summer uniform is March 15th. Balaclava’s can be worn during adverse weather conditions and should only be worn in conjunction with the uniform hat.

f. Unless directed by a supervisor the police and security officer winter uniform will consist of long sleeve uniform shirt and tie or dickie. The summer uniform will be a short sleeve uniform shirt and plain black short sleeve tee shirt. The police supervisor winter uniform will consist of a long sleeve uniform shirt and tie. Police supervisors are authorized to wear a short sleeve uniform shirt and plain black short sleeve tee shirt when the summer uniform is authorized.

g. While in uniform, officers will wear black polish-able leather shoes with a smooth toe and non-skid sole. Boots must be black polish-able leather and may contain canvas inserts on the side with a smooth toe and non-skid sole.
Gym or athletic shoes are not permissible unless assigned to bicycle patrol on shift or detail and if worn must be all black. Footwear will not display any identifiable brand marks i.e., Nike swoosh. Chlorofram shoes are also authorized. Officers will wear black socks. White socks will only be worn if there is a medical reason, which must be supported by a doctor’s excuse and approval of the Chief of Police.

h. A list of all issued uniform parts and equipment will be maintained by the Evidence and Property Specialist Quartermaster.

i. Officers will be issued updated police identification cards every four years, after a noticeable change in appearance, or a promotion/demotion in rank. New identification cards will be issued by the Inspections Section Lieutenant. Old identification cards will be returned to the Inspections Section Lieutenant. Officers are required to have their police identification available to present at all times.

j. Officers allocated to plain clothes for assignment, details or responding to court are required to carry:
   - Assigned Firearm
   - Badge on belt clip directly in front of firearm or worn on a chain/lanyard around the officer’s neck
   - Radio
   - Spare magazine
   - Handcuffs

k. The dress for plain clothes assignment will be business attire.

l. Officers with plain clothes assignment may dress in business conservative casual when the University’s Summer Business Casual Attire is in effect. Weapons will be covered at all times when outside of the Department of Public Safety.

m. Command staff when engaged in field operations or as designated by the Chief will be in full duty gear with ballistic vest.

n. Officers attending training shall wear the uniform of the day or their UCPD issued training shirt and pants.

o. Officers attending meetings or representing the department shall wear uniform of the day or business attire.

p. Officers going to court shall wear a uniform, business suit or sport coat.

q. Ballistic vests will be worn at all times while a police officer is on duty in uniform, or in plain clothes undertaking activities where a vest may be required; such as warrant services, range, etc., or as directed by a supervisor. Ballistic vests shall be issued to all security officers and will be worn at all times while a security officer is on duty in uniform.

r. No officer is to be out of uniform while on duty unless prior approval has
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been granted by their supervisor.

s. Only black leather or synthetic gloves may be worn, and only in conjunction with jackets. Exceptions would be for officers riding bikes, motorcycles, or for protection during the search of a prisoner or work related detail as approved by a supervisor.

t. Unless noted in this policy, supervisors will determine the uniform of the day.

2. Division support staff
   a. Office support staff will adhere to Business Conservative Attire standards. Office staff may dress in business conservative casual when the University’s Summer Business Casual Attire policy is in effect.

3. Equipment
   a. Equipment must be maintained in serviceable condition.
   b. All uniformed officers are required to wear a full duty belt with only related department issued equipment. The duty firearm will be carried on the officer’s dominant side. The Conducted Electrical Weapon (CEW) will be carried in a cross draw holster opposite of the firearm.
   c. Exceptions must be authorized by the Police Chief.

4. Inspections
   a. Shift supervisors will conduct a uniform inspection at each Roll Call.
   b. A complete inspection of uniform parts and equipment will be conducted and documented annually by the Evidence and Property Specialist. This inspection will be overseen by the Inspections Lieutenant.
   c. As needed, officers needing new uniform parts or equipment will request replacement by completing a uniform request form and submitting it to their supervisor. There will be a one-for-one exchange on any uniform parts or equipment issued other than receiving an initial complement.

5. Lost or stolen uniforms and equipment
   a. In the event of any weapon, uniform part or other issued police equipment is lost or stolen while on duty, the officer will immediately notify their supervisor. If the weapon, uniform or equipment is stolen or lost while the officer is off-duty, the on-duty UCPD shift supervisor will be notified.
   b. If the item is a firearm, Conducted Electrical Weapon (CEW), or issued radio, the officer will immediately notify the local law enforcement agency for a report.
   c. Immediate investigative steps will be taken as needed to recover the weapon, radio, or identifiable police equipment to include area searches.
   d. If the weapon or radio is not immediately recovered, the on-call command staff member will be notified.
   e. A theft or information report will be made as appropriate, and the weapon entered into RCIC.
C. Personal
1. Employees shall be neat and clean in appearance. They will shave at least once a day, keep their hair trimmed, and fingernails neat and clean.

2. Tattoos, Branding, or Intentional Scarring
   a. Tattoos may be visible when officers are wearing the uniform of the day as long as the tattoo is not; gang related, convey sexual, racial, religious, ethnic, or related intolerances, promote a partisan political statement or expression, or portray derogatory or offensive characterizations contrary to the values of this Division.
   b. Tattoos, brandings, or intentional scarring are not permitted on the hands, face, neck, ears, or visible scalp. Exceptions may be made for employees with permanent makeup (e.g., eyeliner, lip liner).

3. Hair
   a. Head hair shall be neat, clean, and trimmed and must not interfere with the proper wearing of the uniform hat.
   b. Head and facial hair coloring is permitted only in natural hair colors.
   c. Wigs and hairpieces shall conform to standards for natural hair.

Officers
a. Officers shall trim their hair so that it does not touch the uniform collar or top of the ears, or protrude from the sides of the uniform hat.

b. Officers shall wear their hair in professional styles and in a manner that does not fall below the bottom of the shirt collar.

c. Officers who wear longer hair styles shall secure their hair in a conservative manner, such as a bun and in all cases, hair styles shall allow officers to securely wear their uniform hat.

d. No ribbons or ornaments will be worn in the hair except for neat and inconspicuous bobby pins, bands, and barrettes necessary to secure hair.

4. Facial Hair
   a. Employees are permitted to maintain the following approved styles of facial hair in uniform with the following conditions:
      1) Clean Shaven (Figure 1 below):
         a) No facial hair.
      2) Side Burns:
         a) Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be kept trimmed and neat.
      3) Mustache (Figure 2 below):
         a) Hair below the nose and above the upper lip.
         b) Mustaches must be kept 1/2 inch and neatly trimmed. Mustaches
must not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

4) Goatee (Figure 3 below):
   a) A mustache that extends down the side of the mouth and joins hair on the chin.
   b) Goatees shall be a combination of a mustache and naturally growing chin hair.
   c) The cheeks, jaw line, and neck shall remain clean shaven.
      i. The bulk of the Goatee (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed 1/2 inch in length.
   d) Employees in assignments where the use of a Gas Mask or Air Purifying Respirators (APR) is possible, may be required to shave for their annual fit test.

5) Natural Beard (Figure 4 below):
   a) Naturally growing facial hair.
   b) Natural beards must meet the following conditions:
      i. Shall be worn natural and complete, covering the lip, chin, and cheeks.
      ii. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed 1/2 inch.
      iii. Shall be neatly groomed:
         • Shall be shaved at or above the cheekbone. Facial hair may be trimmed lower to allow for a neat and uniform appearance, however, must be trimmed well above the jawline and based upon the individual’s natural growth line, not design or style.
         • Shall maintain a neatly groomed neckline above the Adam’s apple and shall be cleanly shaven below the groomed neckline.
         • No portion of the beard may be noticeably longer than the rest.
   c) Employees in assignments where the use of a Gas Mask (APR) is possible, may be required to shave for their annual fit test if their facial hair interferes with the complete seal.

6) The following shall be prohibited:
   a) Beards or Goatees of uneven or patchy growth.
   b) Facial hair which takes excessive time to grow (generally, one week), without noticeable progress.
   c) Grooming, sculpted lines, or styling of any kind resulting in an unnatural and/or stylish look.
   d) Any facial hair regardless of approved length, which has the
appearance of being unshaven.

b. Supervisors shall ensure compliance with this policy and shall make the initial determination as to what constitutes compliance with this policy. The Chief of Police reserves the final determination of what is and is not compliant with this policy. Employees who are unable to grow facial hair in compliance with this policy shall not be authorized to grow and/or maintain facial hair while in uniform.

c. The only exception to these facial hair standards are those with a documented medical waiver identifying a medical condition that prohibits shaving. Officers with this exemption will maintain a full beard not to exceed 1 inch in length.

1) The shaving, waxing, plucking, or otherwise removal of superfluous hair from the beard for the purpose of aesthetic grooming or other cosmetic effect is prohibited.

2) Medical waivers require annual reauthorization based on evaluation of a qualified medical professional specializing in dermatology or related field.
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5. Makeup
   a. A moderate use of makeup is permissible.
   b. A conservative amount of lipstick of a clear or neutral shade is permissible.
   c. Fingernail polish of a clear or neutral shade is permissible.
   d. The use of heavy makeup is prohibited.

6. Jewelry in uniform
   a. Only one tie tack or bar is permitted on the tie. The type will be approved by the Chief.
   b. No pins, buttons or other decorations or insignias may be worn on blouse, shirt, hat or coat without prior approval from the Chief.
   c. Necklaces, if worn, cannot be visible to the public.
   d. Body piercing, if worn, cannot be visible to the public.
   e. Officers while in uniform or plain clothes assignment with pierced ears are permitted to wear a single stud earring, limited to one in the center of the earlobe per ear, and no larger than 1/4" in diameter.
   f. Rings that are large, unusual or potentially unsafe are prohibited. The number of rings may be restricted by a supervisor due to officer safety concerns.
   g. Other decorative or cosmetic jewelry not consistent with the uniform appearance is prohibited.