


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u>	<u>SOP Number</u>
Uniforms, Business Attire, Equipment, and Grooming Standards	4.1.100
Approval Signature	
	
Eliot K. Isaac	
Reviewed/Revised by	Pages 11
Last Revision Date	Effective Date
May 6, 2025	May 6, 2015

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 Cincinnati Police Division to ensure that all personnel are properly attired and well-groomed while representing the Division. Personnel shall consistently professionally present themselves, and shall only use authorized equipment, apparel, and uniforms. Such equipment, apparel, and uniforms shall be maintained neatly and cleanly at all times.

III. Definitions:

Business Formal Attire - Formal suit with a business shirt and tie, or sports jacket with a business shirt and tie, skirt suits or pantsuits 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, 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/vests, 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 two (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.

Internal Ballistic Vest – A ballistic vest worn under a uniform shirt.

External Ballistic Vest – A ballistic vest worn in a carrier designed to be worn outside or on top of a uniform shirt.

IV. Procedure:

A. Workplace

Uniforms, Business Attire, Equipment and Grooming Standards

1. Employees shall maintain their quarters, lockers, and desks in 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.

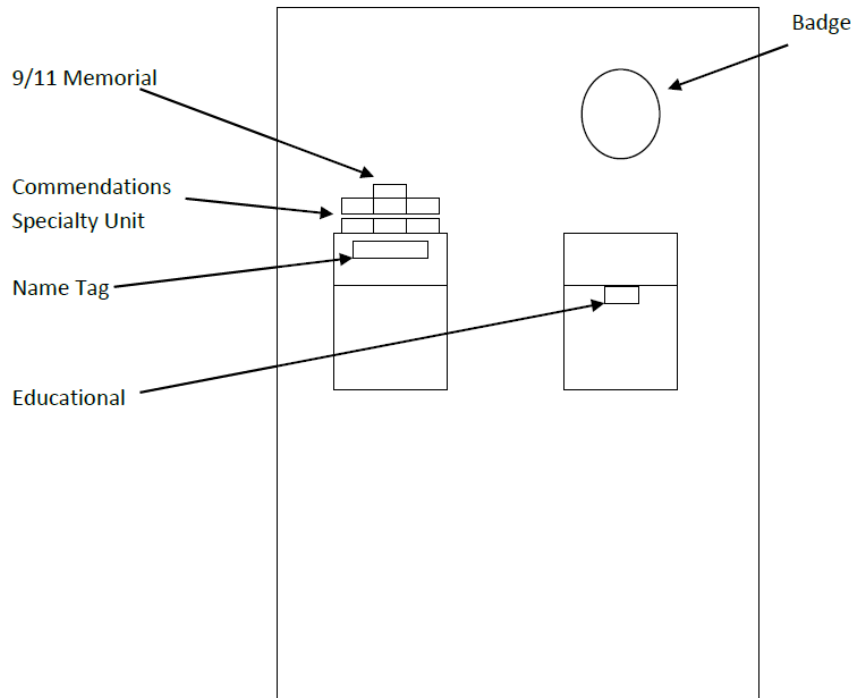
B. Equipment and Uniform

1. Uniform

- a. Employees will maintain their uniforms in serviceable condition. Clothing will be clean, pressed, and not 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. When Officers are not wearing their issued external carrier, they 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 the Uniform Shirt Illustration Below

Uniforms, Business Attire, Equipment and Grooming Standards



- c. When worn, coats or jackets will be buttoned/zipped up to the second button from the top of the shirt.
- d. The issued hat is optional to wear indoors or outdoors while in uniform, except for any football game at Nippert Stadium, parade, or official ceremony (memorial service, etc.), or when directed by Command Staff where the hat shall be worn.
- e. Authorized knit hats will only be worn if the temperature is below 45 degrees.
- f. UCPD Baseball hats are only authorized for Motorcycle, Canine, and Bicycle Patrol uniforms, Range training, or when approved by Command Staff.
- g. Following the collective bargaining agreement for police officers, the changeover of uniforms from winter to summer is the month of March. During March, officers may wear either the long sleeve uniform or the short sleeve uniform, however, officers involved in Police Memorial events, assigned to commencement and other high profile, special events details, as identified by the police chief, shall wear winter uniforms. The changeover of uniforms from summer to winter is the month of November. During November, officers may wear either the short sleeve uniform or the long sleeve uniform. In cases of extreme weather, the Chief will consider extending these time periods. Balaclavas can be worn during adverse weather conditions and should only be worn in conjunction with the uniform hat.
- h. Following the collective bargaining agreement for Security officers, the

Uniforms, Business Attire, Equipment and Grooming Standards

changeover of uniforms for winter to summer is effective March 15th, however, officers involved in Police Memorial events or assigned to commencement details and other high-profile special events as identified by the Chief of Police shall wear winter uniforms. The changeover of uniforms from summer to winter is effective November 15.

- i. Unless otherwise directed, the police supervisors, police, and security officers' winter uniform will be their long sleeve uniform shirt and a black shirt underneath. A tie can be required for special events at the discretion of the Command Staff. The summer uniform will be a short sleeve uniform shirt and a plain black short sleeve tee shirt.
- j. While in uniform, officers will wear black shoes. 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 the approval of the Chief of Police. Officers will maintain a black, polishable toe, set of footwear for special occasions to be worn with the dress uniform.
- k. [A list of all issued uniform parts and equipment](#) will be maintained by the Evidence and Property Specialist Quartermaster.
- l. Officers will be issued updated police identification cards every four years, after a noticeable change in appearance, or 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.
- m. Officers allocated to plain clothes for assignment, details, or responding to court are required to carry:
 - Assigned Firearm
 - A badge on a belt clip directly in front of the firearm and prominently displayed.
 - Radio
 - Spare magazine
 - Handcuffs
- n. The dress for officers in plain clothes assignment will be business casual attire unless required to attend court or high-level meetings, or as directed by the supervisor where business conservative attire is required. For certain functions, supervisors may direct plain clothes officers to dress in Business Formal Attire.
- o. Command staff and non-patrol assigned Lieutenants may wear firearms only

Uniforms, Business Attire, Equipment and Grooming Standards

- while in uniform and engaged in their office duties. If a non-patrol assigned Lieutenant engages in Field Operations, they must wear their full-duty gear.
- p. Officers attending training shall wear the uniform of the day or their UCPD-issued training shirt and pants.
 - q. Officers attending meetings or representing the department shall wear the uniform of the day or business attire.
 - r. Officers going to a court shall wear a uniform, business suit, or sport coat.
 - s. Police and Security Officers who have been issued a ballistic vest will wear it at all times while on duty in uniform, while in plain clothes undertaking activities where a vest may be required (such as warrant services, range, etc.), and when directed by a supervisor.
 - 1) Officers in uniform wearing an external ballistic vest may take their vest off when they are inside the station and not proximate to anyone from outside the department involved in a call for service. Examples of when an officer in uniform must wear their external vest in the station include during prisoner processing or when conducting an interview. Examples of when an officer in uniform may take off their vest in the station include when an officer is writing a report or processing property when no involved parties from outside the department are present.
 - t. No officer is to be out of uniform while on duty unless prior approval has been granted by their supervisor.
 - u. Only black leather or synthetic gloves may be worn, and only in conjunction with jackets. Exceptions would be for officers riding bikes, or motorcycles, for protection during the search of a prisoner, or work-related detail as approved by a supervisor.
 - v. Unless noted in this policy, supervisors will determine the uniform of the day.
- 2. Division support staff
 - a. The office support staff will adhere to Business Casual Attire standards.
 - 3. Equipment
 - a. Equipment must be maintained in serviceable condition.
 - b. All uniformed officers are required to wear a full-duty belt or external carrier with only related department-issued equipment. The duty firearm, Conducted Electrical Weapon (CEW), and magazine pouch, must be carried on the belt, regardless of the vest carrier. 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 the firearm. The department-issued ASP baton and OC spray can be carried on the officer's person or in their duty bag.
 - c. Exceptions must be authorized by the Police Chief.
 - 4. Inspections
 - a. Shift supervisors will conduct a uniform inspection at each Roll Call.

Uniforms, Business Attire, Equipment and Grooming Standards

- 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 a 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 including 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, and 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 are permitted only in natural hair colors.
 - c. Wigs and hairpieces shall conform to standards for natural hair.

Uniforms, Business Attire, Equipment and Grooming Standards

Officers

- a. Officers who wear longer hairstyles shall conservatively secure their hair, such as a bun, and in all cases, hairstyles shall allow officers to securely wear their 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. 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) Sideburns:
 - 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, jawline, and neck shall remain clean-shaven.
 - i. The bulk of the Goatee (the 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 Respirator (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 (the distance that the mass of facial hair protrudes from the skin of the face) shall not exceed 1/2 inch.

Uniforms, Business Attire, Equipment and Grooming Standards

- 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 on the individual's natural growth line, not design or style.
 - Shall maintain a neatly groomed neckline above 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 is 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 aesthetic grooming or other cosmetic effect is prohibited.
 - 2) Medical waivers require annual reauthorization based on the evaluation of a qualified medical professional specializing in dermatology or a related field.

Uniforms, Business Attire, Equipment and Grooming Standards



Fig 1: Clean Shaven



Fig 3: Goatee



Fig 2: Mustache



Fig 4: Natural Beard

5. Makeup
 - a. The moderate use of makeup is permissible. Make-up shall be subtle and professional in appearance. The use of heavy makeup is prohibited.
 - b. A conservative amount of lipstick of a clear or neutral shade is permissible.
 - c. Fingernail polish must be of a single color of a clear or neutral shade is permissible. Polish shall not be extravagant or draw undue attention and shall be without designs or decorations (i.e. neon colors, glitter, etc.).
 - 1) Nail length must not interfere with daily duties.
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 the 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 in plain clothes assignment with pierced ears are

Uniforms, Business Attire, Equipment and Grooming Standards

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.