# **Wilmington Police Department**

Directive .04.03
Uniforms, Equipment, and Personal Appearance

CALEA Standards: 22.1.6, 41.3.4 NCLEA Standards: 1.08, 1.23

# I. Purpose:

The purpose of the directive provides standards for uniforms, dress attire, appearance, and related equipment.

#### II. Definitions:

- **A.** <u>Class A</u> Long sleeve uniform shirt with tie. Typically worn at formal functions, i.e. court appearances, parades, funerals, memorial services, public speaking engagements, graduations or other events as determined by the Chief of Police, or his/her designee.
- **B.** <u>Class B</u> Tie-less long sleeve uniform shirt <u>with</u> or <u>without</u> black mock turtleneck or sweater. Short sleeve uniform shirt. <u>Both</u> shirts may be worn with a black t-shirt or a V-Neck t-shirt.
  - 1. Short Sleeve May be worn year-round.
  - 2. Long Sleeve May be worn during colder months.
- **C.** <u>Class C</u> Utility/BDU Uniform with or without issued ball cap. This uniform is usually worn during in-service training or as designated by a supervisor. A clean, ready for duty, Class C uniform must always be available.
- **D.** <u>Class D</u> Civilian dress attire authorized for specific unit, section, or divisional assignments. The officer's duty weapon shall always be covered when in public, unless clothed in compliance with option #3 as described below.
  - 1. <u>Male officers</u> permitted to wear civilian clothing while on duty may wear either a business suit or sports coat and slacks accompanied by a dress shirt and necktie.
  - 2. <u>Female officers</u> permitted to wear civilian clothing while on duty may wear clothing, which conforms to that normally worn by civilian personnel in private business firms.
  - 3. Male and female officers not working patrol have the option to wear the following relaxed clothing when not attending court and when clearly displaying the department badge on their duty weapon-side of belt or neck worn badge holder (if duty weapon is not concealed):
    - a) A solid color polo shirt with no logos (other than the shirt manufacturer's logo); or
    - b) A department approved polo shirt with City or WPD logos; or
    - c) A button up short/long sleeve dress shirt.

- **E.** <u>Class E</u> Blue/Black Polo shirt with either black shorts or black pants to be worn by officers with permission by the chain of command. Black tennis shoes with black soles and black socks may be worn with the Class E uniform. Class E uniforms may not be worn to court.
- **F.** <u>Civilian Class E</u> Polo shirts and BDU style pants provided by agency. Also includes WPD issued t-shirts.
- **G.** <u>Class S</u> Specialty Uniforms approved by the Chief of Police or his/her designee (i.e. Mounted Unit, Color Guard, K9, SABLE, SWAT, etc.).
- **H.** <u>Business Professional</u> Formal attire that includes articles such as a business suit, formal business dress, and/or slacks with tie and coat.
- **I.** <u>Business Casual</u> Relaxed formal attire that includes articles such as slacks and a polo (w/ no tie), cardigans, button downs, dresses or skirts of appropriate length, and/or knit sweaters.
- **J.** <u>Casual</u> Attire appropriate for a place of business but can include jeans or other less formal articles. Excludes obscene graphics, ill-fitting attire, and/or damaged clothing, including rips, tears, or holes.

#### III. Procedures for Sworn Personnel:

## A. <u>Issued Uniform/Accessory Regulations</u>

- 1. <u>Hat</u> Worn during parades (weather permitting), funerals, or when ordered to do so.
- 2. Shirt Class A, B, C, E, or S.
- 3. <u>Sweater</u> Worn over a long sleeve shirt with tie or mock turtleneck.
- 4. <u>Pants</u> Will be of proper length, between the ankle and top of the shoe causing a slight break in the crease line of the pant leg.
- 5. Socks Black or dark blue (navy) in color. (not issued by Department)
- Shoes Shined black leather shoe/boot with a smooth toe capable of being shined (no sneakers). No high heels or soles that impedes freedom of movement, maintaining balance, or ability to run. (not issued by Department)
- 7. <u>Duty Belt/Accessories</u> Shall be departmental issued unless authorized by the Chief of Police or designee. Leather substitutes will be issued by the department if the Officer's <u>and</u> City of Wilmington's medical provider concurs about the relative medical condition requiring the

substitute <u>or</u> the officer wishes to purchase his/her own (<u>must</u> have prior approval of make & model via WPD-17).

Each officer will have with them, in good repair, the following issued equipment:

- a) Duty Belt
- b) Magazines and magazine holder Minimum of two magazines.
- c) Holster, weapon and ammunition <u>Must</u> be qualified with weapon & trained using carried holster.
- d) Handcuff case and handcuffs Minimum of one set of handcuffs.
- e) Baton holder and baton
- f) Flashlight
- g) Portable Radio
- h) Chemical Agent

#### 8. Insignia – Indicates Officers Rank

- a) <u>Corporal</u> Dual chevrons ¼ inch below the department patch on each sleeve of the Class A, B, C, or S uniform shirt & jacket/coat.
- b) <u>Sergeant</u> Triple chevrons ¼ inch below the department patch on each sleeve of the Class A, B, C, or S uniform shirt & jacket/coat.
- c) <u>Lieutenant</u> A single gold bar affixed to both collars of the Class A, B, C, or S uniform shirt. Jacket/coat, a single bar shall be placed with the outer edge, 5/8 inch above the sleeve seam. The bar shall be centered over the shoulder seam and shall be parallel to the sleeve seam.
- d) <u>Captain</u> Double gold bars affixed to both collars of the Class A, B, C, or S uniform shirt. Jacket/coat, the double bars shall be placed with the outer edge, 5/8 inch above the sleeve seam. The bar shall be centered over the shoulder seam and shall be parallel to the sleeve seam.
- e) <u>Deputy Chief</u> Two stars affixed and centered to both collars of the Class A, B, C, or S uniform shirt. One point of each star shall be pointed upwards. The center of the front star shall be 1 inch from the front edge of the collar. Jacket/coat, the stars shall be worn on each shoulder so that one point of the star points to the rear. The center of the star shall be 1 inch above the sleeve seam and centered directly over the shoulder seam.
- f) Assistant Chief Three stars affixed and centered to both collars of the Class A, B, C, or S uniform shirt. One point of each star shall be pointed upwards. The center of the front star shall be 1 inch from the front edge of the collar. Jacket/coat, the stars shall be worn on each shoulder so that one point of the star points to the rear. The

- center of the star shall be 1 inch above the sleeve seam and centered directly over the shoulder seam
- g) <u>Chief of Police</u> Four stars affixed and centered to both collars of the Class A, B, C, or S uniform shirt. One point of each star shall be pointed upwards. The center of the front star shall be 1 inch from the front edge of the collar. Jacket/coat, the stars shall be worn on each shoulder so that one point of the star points to the rear. The center of the star shall be 1 inch above the sleeve seam and centered directly over the shoulder seam.
- 9. <u>Hat Badge</u> Affixed to uniform hat.
- 10. <u>Service Stripes</u> One stripe for every five years of sworn law enforcement service. Worn on the Class A uniform left sleeve. Sewn with the lower edge of the bottom stripe one-half inch above the top edge of the cuff. The stripe/stripes shall be in the front of the center press of the sleeve.
- 11. <u>Pins/Jewelry</u> No pins/jewelry will be worn on any uniform unless issued or approved by the City of Wilmington or the Department.
  - a) <u>Tie Bars or Service Pin</u> Worn on the tie, positioned even with the bottom portion of the shirt pocket flap.
  - b) <u>CIT Certification Pin</u> may be worn upon the uniform of Officers certified as CIT. It should be affixed centered above the name plate or award ribbons.
- 12. <u>Award Ribbons</u> Worn on Class A uniform in descending order from the top to bottom, left to right. No more than six award ribbons can be worn limited to two rows. If more than one ribbon, ribbons shall be affixed symmetrically to the issued back plate. The lowest ribbon or row will center ¼ of an inch above the name tag above the right pocket of the uniform shirt. If two rows are worn, the top row will be centered ¼ of an inch above the bottom ribbon row.

Ranking of Award Ribbons:

- a) Medal of Valor
- b) Certificate of Merit
- c) Life Saving
- d) Purple Heart
- e) Others Worn to the right and below of any of the aforementioned ribbons.
- 13. <u>Gloves, Scarves and Knit Cap</u> Must be black in color. (not issued by Department)
- 14. <u>Credential/Identification Cards</u> Must be carried on-duty or off-duty when carrying duty weapon or off-duty/back-up weapon.

- 15. <u>NC Certification Plates</u> Affixed to the name plate, these plates identify officers having received the <u>Police Officer Intermediate</u> or <u>Police Officer Advanced</u> Certification from the North Carolina Criminal Justice Training/Standards Commission.
- 16. Mourning Bands Worn as a visible sign of respect for active or retired law enforcement officers at the time of their death. They shall be elastic cloth, solid black in color, or solid black with a blue line (no tape, etc.). Mourning bands are to be worn horizontally across the center of the badge, covering the State Seal. Officers should display morning bands from the deceased officers end-of-watch until midnight the day of the funeral. Officers may wear mourning bands under the following circumstances or at the direction of the Chief of Police:
  - a) Upon the death of a Wilmington PD officer (active or retired) or upon official notification of the death of any NC law enforcement officer.
  - b) While attending any law enforcement officer's funeral in or out of state.
  - c) While attending any retired law enforcement officer's funeral.
  - d) While attending any memorial service honoring law enforcement officers killed in the line of duty.
  - e) Following a significant national event involving the death of law enforcement personnel, as determined appropriate by the Chief of Police.
  - f) On National Peace Officer's Memorial Day (May 15).
  - g) During National Police Week (Week containing May 15).
  - h) On the anniversary of September 11, 2001.

## B. Wearing of the Uniform

- 1. Officers shall wear the uniform required by their assigned duty/task.
- 2. Officers shall not wear a Department approved uniform, while off-duty, without obtaining prior approval from their supervisor.
- 3. Command Staff personnel may choose their dress attire accordingly.
- 4. Command Staff may authorize exemptions for their personnel as needed.
- 5. Officers shall not publicly mix their civilian clothing with the Class A, B, C, E, or S uniform.
- 6. Officers are encouraged to tailor uniforms to his/her most comfortable fit and professional appearance.
- 7. Officers shall have a clean uniform available should an emergency arise requiring a call back to duty.
- C. <u>Personal Appearance</u> While in uniform, officers will maintain a professional appearance and be neat and clean at all times while on duty, unless the nature of their assignment requires otherwise. Unappealing

mannerisms such as chewing gum, having hands in pockets, spitting, etc. should be avoided.

- 1. <u>Hair Standards</u> While on duty, officers shall keep their hair neat, clean, and well groomed. Command Staff may authorize exemption for special assignments.
  - a) Male Officers in Uniform Standard On-duty, male officers shall keep their hair properly trimmed. The hair shall be at least moderately tapered, shall not extend below the top of the shirt collar, nor cover any portion of the ear, and shall not interfere with the wearing of the uniform hat.
  - b) Female Officers in Uniform Standard On-duty, female officers shall arrange their hair so that it does not extend below the bottom edge of the collar, nor interfere with the proper wearing of the uniform hat. Hair shall be arranged so as not to interfere with vision in any way.
  - c) Officers in Non-Uniform Standard On duty, non-uniform officers shall keep their hair neat and properly trimmed at all times consistent with their job assignment.
  - d) <u>Wigs and Hairpieces</u> Wigs and hairpieces shall not be worn unless they conform to the standards of natural hair.
- 2. <u>Sideburns</u> Shall not exceed beyond a point even with the center of the ear and shall extend in a clean-shaven, horizontal line. The flare (terminal portion of the sideburn) shall not exceed the width of the main portion of the sideburn by more than one-fourth of the non-flared width. The sideburn shall be trimmed and neat in appearance.
- 3. <u>Mustaches of Natural Color</u> Neatly trimmed, mustaches shall not extend below the upper lip or corners of the mouth and not extend to the side more than one half inch beyond the corners of the mouth.
- 4. <u>Beards/Goatees</u> All officers below the rank of Captain are allowed to have a neatly groomed beard or goatee while wearing the Class E uniform. Officers in any non-uniform position may have a beard or goatee that conforms to the below listed standards. <u>Only Vice and MFFB are exempt from these standards due to the nature of their respective undercover assignments</u>.

Beards and goatees are only authorized in the Class C uniforms (SWAT, K9, flight suits, etc.) during training days and emergency callouts. They are not authorized for daily field deployment.

A growth of whiskers shall be permitted only for medical reasons or when required by the nature of the assignment. An employee with a medical condition which precludes his shaving shall be assigned (if possible) duties requiring the least possible public exposure, with their beard not exceeding 1/4 inch in length.

Officers will be required to shave their beard or goatee if it will interfere with any OSHA requirements of collateral or regular duties. Officers will not be allowed to leave a collateral duty position to avoid having to shave. Officers will have to meet collateral position time requirements.

Except for a mustache in compliance with this policy, officers shall be clean shaven when reporting for duty when in their Class A or Class B uniform. Beards and goatees are not permitted.

The following standards for beards and goatees shall be followed by all sworn male police officers in uniform and non-uniform positions:

- a) All facial hair will be trimmed, clean, and well-groomed. All facial hair must be kept trimmed around the edges to display a professional appearance. Facial hair must be uniform in length and not longer than 1/4 inch.
- b) Beards and goatees must be worn with a moustache.
- c) Goatees must fully surround the mouth and not extend more than 1 inch below the bottom of the chin.
- d) Beards must have a defined cheek and neckline, and no portion of the beard may be exceptionally longer than the rest.
- e) Officers who choose to keep a neatly trimmed beard must also keep the neck cleanly shaven.
- f) Colored or dyed facial hair (except for dye designed to match an officer's natural hair color) is prohibited.
- g) Trendy styles such as Chin Straps, Fu Man Chu, Handlebars, Pencils, Toothbrushes, Dali, Zappas, Mutton Chops, Chin Curtains, Bandholz, or the like are strictly prohibited. It is also prohibited to display words, images, patterns, logos, or designs in the facial hair. No braids, bows, or other accessories are allowed in facial hair.
- h) Beards and goatees must be "filled in" within two weeks of growth. Facial hair that exhibits patchiness or incomplete growth will not be permitted. Officers are not permitted to be in a state of constant beard growth (e.g. shaving and starting a new beard a few weeks later).
- i) Officers shall not claim to be in a perpetual state of growth to avoid shaving on a regular basis. Facial hair must be neatly trimmed during growth stages to avoid uneven (patchy) growth patterns.

- j) Any supervisor may order an officer to shave a moustache, beard or goatee that does not conform to these standards. The Chief of Police has final authority concerning approved facial hair and reserves the right to restrict the privilege of wearing facial hair at any time to preserve the image of the department.
- 5. <u>Fingernails</u> Officers shall keep their fingernails clean and trimmed, not extending more than 1/8th inch beyond the tip of the fingers. Fingernail polishes may be any non-neon color. Ornaments, designs or stick-on adornments are prohibited on the fingernails.
- 6. <u>Makeup</u> Will be conservative in nature and should not be worn in quantities or in a manner that allows it to transfer from the face to the uniform or to the clothing of others.
- 7. <u>Ornamentation</u> (Jewelry, Earrings, Eyewear, etc.)
  - a) Uniformed officers shall not wear any large conspicuous rings.
  - b) Female uniformed officers are permitted to wear one set of stud earrings gold or silver in color.
  - c) Jewelry or personal ornaments shall not be affixed to any part of the uniform or equipment, except as authorized by the Chief of Police or his designee.
  - d) Multi-colored or reflective sunglasses shall not be worn when in uniform.
  - e) Body Piercings shall not be worn by any member of the Department when on-duty or representing the Department.
- 8. <u>Tattoos/Body Art/Branding</u> Sworn Officers & Non-Sworn Civilians with predominant exposure to public.
  - a) Tattoos, body art, or brandings which are <u>not concealed</u> by the authorized uniform or authorized plain clothes:
    - Shall not be obscene, sexual, racial, or religiously discriminatory, nor depict any gang affiliation, supremacist or extremist groups or drug use.
  - b) Any tattoo, body art, or branding that depicts or represents an idea or theme that is inconsistent with an officer's oath of office, or the mission of the Wilmington Police Department, is prohibited.
  - c) Tattoos, body art, and branding of the face, neck, head, and the wrist bone down to the fingers are prohibited.
  - d) The Chief of Police, or his/her designee, is the final authority as to the appropriateness of any visible tattoos, body art, or branding.
- 9. <u>Courtroom Attire</u> The following attire will be worn by officers when attending court functions related to their official duty:

- a) Male Officers A business suit, sport coat and trousers, with a dress shirt and necktie; or
- b) Female Officers A dress, suit, or pants suit, or a skirt or pants with a blouse, sweater, or jacket; or
- c) Patrol Officers shall wear a Class A uniform when attending Superior Court.
- d) Officer may wear their assignment specific uniform for District Court.
- e) Federal Court Officers shall check with appropriate federal authorities to attain proper dress guidelines prior to attending Federal Court.

# D. <u>Standard Issued Departmental Equipment</u>

- 1. Ballistic Vest
- 2. 4 Class A Uniforms
- 3. 4 Class B Shirts
- 4. 1 Class C Uniform
- 5. Exercise Clothing (gym shorts & t-shirt)
- 6. Rain gear (upper and lower)
- 7. Duty bag containing helmet, traffic vest, first aid kits, and personal protective equipment kits
- 8. Leather gear
- 9. Impact Weapon
- 10. Chemical Agent (OC Spray)
- 11. Police hat with badge
- 12. Badge
- 13. 1 pr. Handcuffs w/key
- 14. Flashlight
- 15. Portable radio w/charging stand
- 16. Firearm Once qualified with a firearms instructor
- 17. Taser Once qualified with a taser instructor
- 18. Narcan
- **E. Personal Equipment** Officers may be authorized to carry personal equipment on duty if the request is reasonable and relevant to the job assignment. Personal equipment is anything NOT issued by the department. All requests to carry personal equipment must be approved in writing on the official department WPD 17 Request to Carry Personal Equipment form. Authorized personal equipment is to only be used for its intended purpose. WPD is NOT responsible for lost or damaged personal equipment.

# F. <u>Approved Supplementary Ribbons/Pins</u>

- 1. <u>Field Training Officer</u> Issued to any officer who, based on their knowledge and experience, has been certified or assigned field training duties.
- 2. <u>Marksmanship</u> Issued for firearms proficiency. Average score of annual day/night handgun qualification.
  - a) Marksman 70-79
  - b) Sharpshooter 80-89
  - c) Expert 90-95
  - d) Master 96-100
- 3. <u>Educational Achievement</u> Issued for educational achievement levels beyond the high school diploma.
- 4. <u>Advanced Certification</u> Issued for being recognized by the North Carolina Criminal Justice Training & Standards Commission for meeting the qualification to be certified as Advanced Law Enforcement.
- 5. <u>Intermediate Certification</u> Issued for being recognized by the North Carolina Criminal Justice Training & Standards Commission for meeting the qualification to be certified as Intermediate Certificate Law Enforcement
- 6. <u>Management School Programs</u> Issued to department members who have successfully completed nationally recognized management programs (i.e. FBI National Academy, Administrative Officers Management Program, Southern Police Institute, etc.)
- 7. <u>Military Service</u> Purchased by officers, this selected service pin is used to identify the branch of the U.S. Armed Forces they honorably served in.
- 8. <u>Military Campaign</u> Purchased by officers, this campaign ribbon identifies the particular conflict they proudly served.

# G. Non-Uniformed Assignments

Non-Uniformed clothing for special assignments should adhere to the following guidelines. If necessary, alternate dress standards can be granted by the officer's chain-of-command to accommodate workday scenarios.

- 1. <u>CID Detectives</u> May wear Business Casual, Business Professional or Civilian Class E. Business Professional attire is required for all court proceedings; however, a Class A uniform may be worn with supervisory approval. Facial hair is permitted.
- 2. <u>NID Detectives</u> May wear any civilian attire. Business Professional attire is required for all court proceedings. Facial hair is permitted.

- 3. <u>Gun Crimes Unit Detectives</u> May wear any civilian attire. Business Professional attire is required for all court proceedings. Facial hair is permitted.
- 4. <u>Technology Detective</u> May wear any civilian attire. Business Professional attire is required for all court proceedings. Facial hair is permitted.
- 5. <u>Recruiting Officers</u> May wear Civilian Class E or any Class A/B/C/D/E uniform. Facial hair is permitted.
- 6. <u>Training Center Staff</u> May wear Civilian Class E attire. Facial hair is permitted.
- Accreditation Manager May wear Business Casual or Civilian Class E on Monday – Thursday and Casual or Civilian Class E on Friday. Facial hair is permitted.

#### IV. Procedures for Non-sworn Personnel:

#### A. Wearing of the Uniform

 Non-sworn personnel will maintain a neat, well-groomed appearance and will wear the appropriate apparel for their assignment as described below. Special permission for alternate dress standards can be granted by the employee's chain-of-command for special events, critical incidents, emergency response, or other non-typical Civilian workday scenarios.

Employees attending training, conferences, or other special event, should default to Business Casual attire unless instructions from the training, conference, or other event state or require otherwise.

Business Professional attire should be worn by non-sworn employees who are attending court for any reason on behalf of the Wilmington Police Department.

Police Administrative Supervisors will abide by the guidelines set forth below for their respective area of assignment.

 a) Non-sworn Employees – Includes Records Personnel, Front Desk Personnel, NCIC Specialists, Administrative Specialists, Administrative Support Specialists, Administrative Assistants, and Senior Data Analyst. Business Casual or Civilian Class E attire should be worn Monday – Thursday for all shifts unless permission is given by the employee's supervisor, or Division Commander, to dress otherwise. Employees are permitted to wear Casual or

- Civilian Class E attire on Friday, Saturday, and Sunday. Personnel may also wear a WPD issued polo shirt designated by the agency for the respective assignment. Facial hair is permitted.
- b) <u>Administrative Support Manager</u> May wear Business Casual or Casual attire, depending upon the nature of his/her daily duties. May also wear a WPD issued polo shirt or t-shirt.
- c) <u>Cadets</u> All Cadets will wear the agency issued Cadet Uniform, as outlined in WPD Policy .09.14 Police Cadets, and adhere to the Personal Appearance standards for uniformed officers, as outlined in section III, C of this policy, while on duty.
- d) <u>BLET</u> All employees hired by WPD as police officers, that are attending a BLET Training Academy and being paid by the agency, will wear the Civilian Class E pants and shirt (dark blue BDU pants, unmarked gray polo shirt) designated by the agency for BLET students. BLET students will adhere to the Personal Appearance standards for uniformed officers, as outlined in section III, C of this policy. Beards are not permitted.
- e) <u>Civilian Crash Investigators</u> All Civilian Crash Investigators will wear the Civilian Class E pants and shirts designated by the agency for this assignment. Facial hair is permitted.
- f) Property and Evidence Technicians All Property and Evidence Technicians will wear the Civilian Class E pants and shirts designated by the agency for this assignment. Facial hair is permitted.
- g) <u>Crime Scene Investigations Technicians</u> All CSI Technicians will wear the Civilian Class E pants and shirts designated by the agency for this assignment. Facial hair is permitted.
- h) <u>Sr. NIBN Analyst</u> Will wear Casual or Business Casual attire and may wear the WPD issued polo shirt designated by the agency for this assignment. Facial hair is permitted.
- STING Center Analysts Members of the STING Center will wear Casual or Business Casual attire and may wear the WPD issued polo shirt designated by the agency for this assignment. Facial hair is permitted.
- j) <u>Virtual Response Unit (VRU)</u> Members of the VRU will wear Casual dress and may wear the WPD issued polo shirt designated by the agency for this assignment. Facial hair is permitted.
- k) <u>Housekeeping/Facility Technician</u> Members of Housekeeping and Facility Technicians will wear the Civilian Class E pants and shirts

designated by the agency for this assignment. Facial hair is permitted.

### **B. Personal Appearance**

While on duty, employees will maintain a professional appearance and be neat and clean at all times.

- Hair Standards While on duty, employees should keep their hair neat, clean, and well groomed. All hair, head, facial and otherwise, should be of natural color. Mustaches and beards must be neatly trimmed and groomed.
- 2. Facial Hair Non-sworn personnel that are in positions of limited public exposure do not have to abide by the Sworn Officer Facial Hair Standards concerning length. Mustaches, beards and goatees are permitted, and if worn, will be trimmed, clean and well groomed. Trendy styles such as Chin Straps, Fu Man Chu, Handlebars, Pencils, Toothbrushes, Dali, Zappas, Mutton Chops, Chin Curtains, Bandholz, or the like are strictly prohibited. Colored or dyed facial hair (except for dye designed to match their natural hair color) is prohibited. It is also prohibited to display words, images, patterns, logos, or designs in the facial hair. No braids, bows, or other accessories are allowed in facial hair.

Non-sworn personnel that wear a uniform, or have extended public exposure (Cadets, Civilian Crash Investigators, CSI Technicians) must abide by the Sworn Officer Facial Hair Standards.

Personnel that are hired by WPD as police officers, that are attending a BLET Academy and being paid by the agency, must be clean shaven. A moustache in compliance with the Sworn Officer Facial Hair Standards is permitted. Beards and goatees are not permitted.

- 3. <u>Fingernails</u> Employees should keep their fingernails and toenails clean and trimmed, and not exceed a length that will interfere with their assigned duties or be distracting for other employees or customers. Fingernail polishes may be any non-neon color.
- 4. <u>Makeup</u> Should be conservative in nature and should not be worn in a manner that would make it distracting to other employees or customers.
- 5. <u>Ornamentation</u> Jewelry or other ornaments are permitted if they are not distracting to other employees or customers or prohibit the employee from performing their job duties. Sunglasses are not

permitted to be worn inside of WPD Headquarters, unless the employee has special permission from their chain-of-command, and it is temporarily necessary (i.e. eye dilation).

### 6. <u>Tattoos/Body Art/Branding/Piercings</u>

- a) Body markings not concealed by the employee's clothing are prohibited from being obscene; racially, sexually, or religiously discriminatory in nature; Additionally, they are prohibited from depicting gang affiliation, drug use, or representing supremacist or extremist group affiliation or ideology.
- b) Body markings that depict or represent an idea or theme inconsistent with the Non-Sworn Oath, Code of Ethics, or the mission of the Wilmington Police Department are prohibited.
- c) Body markings of the face, neck, hands, or wrist bone down, are prohibited.
- d) The Chief of Police or his/her designee has the final authority as to the appropriateness of any visible body marking(s).