

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this general order is to provide guidelines for the dress and appearance of department personnel.

II. POLICY

It shall be the policy of this department to maintain appearance standards for the dress and grooming of sworn personnel to convey a professional organization to the community. All sworn personnel shall keep themselves neatly dressed and groomed to the standards set forth unless authorized by the Chief or Deputy Chief.

III. UNIFORMS

- A. All uniformed personnel shall wear the assigned "uniform of the day" as designated and / or approved by the Deputy Chief or Chief. The type of uniform shirts and pants shall be authorized by the Chief.
 - 1. Warm weather uniform of the day shall consist of department issued short-sleeved shirts and pants.
 - 2. Cold weather uniform of the day shall consist of department issued long-sleeved shirts and pants. Personnel may wear a tie, a dark navy or black mock turtleneck or a dark navy/black t-shirt.
 - 3. Bike patrol uniform of the day shall consist of department issued / approved polo-style shirt and shorts/pants.
 - 4. Other uniform styles may be approved by the Chief.
 - 5. Warm weather uniforms shall be worn during the summer scheduling period and the cold weather uniform shall be worn during the winter scheduling period.
- B. Each sworn member of the department shall be issued a light-weight jacket and heavy-weight coat for their use. Personnel shall be issued a full-length or waist-length rain jacket as well as rain covers for their garrison caps. Outerwear may be worn at the discretion of the uniformed personnel.
- C. The department issued garrison cap may be worn discretionally with uniformed personnel.
- D. There may be details/assignments, as determined by the Chief or Deputy Chief, where the garrison cap and / or tie will be required. One such detail would be a funeral.
- E. Department issued baseball hats may be worn with bike patrol uniforms, at the firearms range, or other instances approved by the Chief.
- F. All uniforms should be regularly cleaned so uniformed personnel present a neat appearance. Personnel may choose to use department cleaning or clean their uniforms at home.
- G. Badges and name tags shall be worn on the uniform shirt. Personnel assigned to the bike patrol or who have special detail uniforms are exempt given their badges and

names are embroidered on their shirts. A badge should be worn on the outermost layer of clothing.

- H. Accessories such as commendation bars, years of service bars or other assignment bars may be worn with approval of the Deputy Chief or Chief. A hash mark is given for completing 5 years of full time police service. Law enforcement service as a part-time or reserve officer is not included. The hash mark or series of marks is sewn directly on the left sleeve. The stripe should be sewn approximately 1.5 inches above the top seam of the left cuff of a long sleeved uniform shirt so that when the sleeve is folded flat, the left edge of the patch aligns with the top crease.
- I. Department approved sweaters may be purchased and worn by uniformed personnel.

IV. LEATHER GEAR:

- A. Only leather gear issued and / or approved by the Deputy Chief or Chief may be worn while on duty.
- B. With the exception of the holster, which must be worn on the strong side, all leather gear may be worn where most comfortable for personnel.
- C. Bike patrol shall use department issued / approved nylon gear.
- D. All leather and nylon gear shall be maintained in good condition.

V. FOOTWEAR:

- A. Only black shoes or boots may be worn by uniformed personnel. Dark navy blue or black socks should be worn with low-cut shoes.
- B. All footwear should be maintained in good condition.

VI. OTHER EQUIPMENT:

Firearms, handcuffs, pepper spray, Tasers and other issued equipment shall be kept clean and in serviceable condition.

VII. DETECTIVES AND PLAIN-CLOTHES DRESS STANDARD:

- A. Personnel assigned to the detective bureau, administrative and other plain-clothed details are expected to wear, "business" appropriate attire which may include suits, sport coats, ties and dress slacks.
- B. Personnel assigned to plain clothed details where business attire would not be appropriate are expected to dress appropriately for such details.
- C. When working in a plain-clothes assignment, personnel are expected to carry those items needed to carry out their duties. This includes identification to readily identify the employee as a police officer.

VIII. GENERAL APPEARANCE AND GROOMING STANDARDS:

- A. Public Safety personnel shall present a professional appearance while on duty, and at any time while in uniform. Public Safety does not participate in casual or dress-down days.
- B. Head and facial hair shall always display a neutral, professional appearance and shall be neat, clean, and well groomed. Unnatural hair colors are prohibited.

- C. Hair shall not be so long as to extend down beyond the neckline or curl up from under the police hat. Sideburns are to be neatly trimmed and shall not be excessively flared at the bottom as to extend onto the cheek or below the bottom of the ear.
- D. Moustaches shall be neatly trimmed and shall not extend onto the top lip or beyond the corners of the mouth. Uniformed personnel are permitted to maintain any of the following styles of beards, provided the facial hair is neatly trimmed, full/not patchy and not more than 3/8' inch in length (number 3 clipper). The Chief of Police will ultimately determine if a beard is following this policy. Any of the following styles may be lined only to the extent necessary to present a neat, symmetrical appearance:
 - (a) A natural full beard with a clean-shaven neck, one inch before the jawline: or
 - (b) A goatee and mustache of the type where the facial hair of the mustache continues down and around the side of the mouth where it joins the shaven beard that extends only as wide as the outer edge of the mouth.
 - (c) Under no circumstances will facial hair be sculptured or otherwise trimmed to show a design.
- E. Nothing shall be worn in the hair except for neat, inconspicuous bobby pins, conservative barrettes, or hair bun scrunches that blend with the hair color.
- F. Employees shall only wear glasses or sunglasses that display a professional appearance.
- G. Uniformed officers shall not wear facial ornamentation.
- H. Officers are discouraged to display tattoos or body art while in uniform. Tattoo sleeves or other professional items may be required to conceal tattoos from being viewed at the direction of the Chief or Deputy Chief.

IX. REPAIR OR REPLACEMENT:

Personnel needing repair or replacement of uniforms, accessories, or other assigned equipment shall make such request to the quartermaster or the Deputy Chief. If the item cannot be repaired, then a replacement will be ordered.

X. PROHIBITED USE:

Departmentally issued uniforms and equipment shall not be used outside personnel's capacity as a sworn police officer.

XI. INSPECTIONS:

It shall be the responsibility of the supervisors of the various shifts and divisions to routinely inspect their subordinates to ensure compliance with the provisions of this general order.

Issued Date: 6/6/85

Revised Date: 5/26/05, 4/06/16, 12/20/16, 1/23/23

Issued by

Scott Merlo
Director of Public Safety