



# UNIFORMS, EQUIPMENT, & GROOMING AND APPEARANCE STANDARDS

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## I. POLICY

Officers will be well groomed and present a professional appearance to maintain the public's trust and respect. Both the self-esteem generated in the individual and the respect commanded from the public they serve promote the excellent reputation of the department. Employees will be properly equipped and prepared for duty when on duty.

## II. EMPLOYEE ATTIRE

All department employees **must** wear attire that presents a professional appearance and in accordance with this policy. Uniforms and/or plainclothes are required under this policy are based on job assignment and duties.

Uniforms **must** be worn in their entirety and in their intended fashion, and **must** be kept clean and pressed. The badge and nameplate are to be displayed on the outermost garment being worn by the uniformed officer. When conducting law-enforcement duties or when firearms are exposed to public view, non-uniformed personnel **must** wear the badge on a chain around their neck, attached to a jacket pocket or lapel, or attached to their belt while outside of police facilities. Buttons and other metal accessories **must** be clean and bright. Exceptions to this policy may be made by sworn commanders for extraordinary circumstances and covert operations.

## III. UNIFORMS

A "uniformed officer" is a sworn officer of this agency who is wearing one of the uniforms in this section.

1. Class A Uniform – Full Dress Uniform
2. Class B Uniform – General Duty Uniform
3. Class C Uniform –General Utility Uniform

### A. Class A Uniform

The Class A uniform is worn at the direction of the Chief of Police, or his/her designee, for ceremonial events such as awards ceremonies, promotion ceremonies, and funerals. Officers may wear the Class A uniform while on department business. See IC 500 Appendix A for illustrations of how to wear the Class A uniform.

1. The uniform blouse worn as the outer garment
2. Long sleeve issued full-length buttoned uniform shirt
3. Eight Point Hat
4. Plain toe, black dress shoes, highly polished
5. Dark blue or black socks
6. Issued dress trousers
7. Black trouser belt
8. Issued tie
9. White gloves, as ordered
10. Badge and nameplate, to be worn on blouse
11. Issued and approved department ribbons and medals
12. Issued leather gun belt, holster, handgun, magazine pouch, handcuff pouch, and shoulder strap to be worn by officers below the rank of Lieutenant

**B. Class B Uniform**

The Class B uniform is the department's primary uniform. Sworn Personnel may decide which Class B uniform they will wear, unless directed otherwise. Members of specialized units are authorized to wear supplemental uniform articles as specified in their approved standard operating procedures.

1. Short Sleeve Uniform
  - a. Black shoes/boots, polished
  - b. Dark blue or black socks
  - c. Authorized T-Shirt
  - d. Issued dress trousers
  - e. Short sleeve issued full-length buttoned shirt, or issued mock uniform shirt when worn under an External Ballistic Vest Carrier.
  - f. Eight point hat or issued baseball cap
  - g. Black trouser belt with approved or issued holster, and approved or issued accessories OR black trouser belt and issued gun belt with approved and required accessories
  - h. Badge and nameplate, to be worn on outermost garment
  - i. Insignia of rank
  - j. Issued jacket (optional)
  - k. Commendations/Shooting Awards (optional)
  - l. External Ballistic Vest Carrier (optional)
2. Long Sleeve Uniform
  - a. Black shoes/boots, polished
  - b. Dark blue or black socks
  - c. Authorized Mock Turtlenecks/T-Shirts
  - d. Issued dress trousers
  - e. Issued tie, authorized mock turtleneck, or authorized crew-neck t-shirt
  - f. Departmental Sweater (optional)
  - g. Eight point hat or issued ballcap
  - h. Long sleeve issued full-length buttoned shirt, or issued mock uniform shirt when worn under an External Ballistic Vest Carrier
  - i. Black trouser belt with approved or issued holster, and approved or issued accessories OR black trouser belt and issued gun belt with approved and required accessories
  - j. Badge and nameplate, to be worn on outermost garment

- k. Insignia of rank
- l. Issued jacket (optional)
- m. Approved scarf (dark blue/black) (optional)
- n. Black gloves (optional)
- o. Commendations/Shooting Awards (optional)
- p. External Ballistic Vest Carrier (optional)

### **C. Class C Uniform**

The Class C uniform is generally worn for training and by personnel assigned to specialized units, special details, or performing unique functions.

#### **1. Primary Class C Uniform**

The Primary Class C Uniform may be worn during in-service training. *Additionally, platoon commanders may approve the wearing of the Class C Uniform by personnel under their command working in a patrol assignment during extraordinary circumstances.*

- a. Black shoes/boots
- b. Dark blue or black socks
- c. Authorized Mock Turtlenecks/T-Shirts
- d. Issued BDU trousers: dark blue for officers, sergeants and lieutenants; tan or dark blue for command staff (un-bloused)
- e. Issued dark blue polo shirt displaying the departmental badge (embroidered or patch) and officer's name & ID Number (embroidered or patch)
- f. Black trouser belt with approved or issued holster, and approved or issued accessories OR black trouser belt and issued gun belt with approved and required accessories
- g. External Ballistic Vest Carrier (optional)

#### **2. Alternative Class C Uniform**

Alternative versions of the Class C Uniform may be approved by bureau commanders. Alternative Class C Uniforms may be approved to be worn by personnel in specialized units and/or personnel engaged in special details or unique functions.

- a. Black or Tan Shoes/boots
- b. Dark blue or black socks
- c. Authorized mock turtlenecks/T-shirts
- d. Issued Navy Blue or Tan trousers (un-bloused)
- e. Approved/issued alternative polo shirt displaying the departmental badge (embroidered or patch) and officer's name & ID Number (embroidered or patch)
- f. Black or tan trouser belt with approved or issued holster, and approved or issued accessories OR black trouser belt and issued gun belt with approved and required accessories
- g. External Ballistic Vest Carrier (optional)

### **D. Bike Uniform**

The issued Bike Uniform *may* be worn when officers are assigned to work a detail or patrol on a department bicycle.

### **E. Special Duty Uniforms**

Officers assigned to the Special Operations Division are authorized to wear uniforms approved by their division commander.

### **F. External Ballistic Vest Carrier Uniform**

This uniform consists solely of the issued or approved External Ballistic Vest Carrier which meets the requirements of Section IV.

#### **IV. EXTERNAL BALLISTIC VEST CARRIERS**

Officers may wear the issued External Ballistic Vest Carrier when wearing the Class B or Class C uniform or when wearing plain clothes. Alternate External Ballistic Vest Carriers may be worn when officers are wearing plain clothes. External Ballistic Vest Carriers must be worn with the departmental badge (Velcro or metallic) displayed on the left upper chest area, the officer's name & ID Number (patch) prominently displayed on the right upper chest area, and the word "POLICE" on the upper back.

Uniformed personnel may wear a radio pouch and up to four (4) departmentally issued accessories on the outside of the outer carrier vest. Firearms may NOT be carried or attached to the External Ballistic Vest Carrier.

Only the following departmentally issued accessory pouches and accessories may be worn on the External Ballistic Vest Carrier:

1. Double magazine pouch with full, issued magazines
2. Single handcuff pouch with handcuffs
3. Baton pouch with issued baton
4. Utility pouch
5. OC spray pouch with issued OC spray
6. *CEW* holster with issued *CEW*
7. Tourniquet pouch

The departmentally issued badge, departmentally issued Velcro style name plate, and "POLICE" Velcro back panel patch must be worn on the External Ballistic Vest Carrier. Additional patches, insignia, or pins/crests are not authorized for display on the External Ballistic Vest Carrier for uniformed personnel. All uniformed personnel wearing an External Ballistic Vest Carrier with attached accessories must receive familiarization training by Training Division personnel before being authorized to wear the External Ballistic Vest Carrier.

#### **V. WEARING THE UNIFORM**

##### **A. Rank Insignia**

Rank insignia is issued by the department and worn as follows:

1. Shoulder rank insignia are worn on jackets, coats and outer sweaters on both epaulets so that the center of the insignia is one (1) inch from the shoulder seam. Shoulder rank insignia *may not* be worn on shirts.
2. Collar rank insignia on shirts are worn on both collars between one-half (1/2) inch and one inch from and parallel to the front edge of the collar.
3. Sleeve rank insignia *must* be sewn onto both sleeves of each outer garment or shirt so that the uppermost point of the left sleeve insignia is approximately one inch beneath the bottom of the uniform shoulder patch, and the right sleeve insignia matches the height of the left.
4. Insignia by rank:
  - a. Chief of Police – Four gold stars and gold badge
  - b. Assistant Chief of Police – Three gold stars and gold badge
  - c. Deputy Chief of Police – Two gold stars and gold badge
  - d. Major – gold oak leaf and gold badge
  - e. Captain – two gold bars and gold badge
  - f. Lieutenant – one gold bar and gold badge
  - g. Sergeant – three blue chevrons and silver badge
  - h. Corporal – two blue chevrons and silver badge
  - i. Officer First Class – one blue chevron and silver badge
  - j. Patrol Officer – no chevrons and silver badge

##### **B. Emblems, Patches, Insignia, & Commendation Ribbons**

No emblem, patch, insignia, crest, pin, or commendation ribbon may be worn or displayed on an Anne Arundel County Police Department uniform unless authorized by the Chief of Police.

All Anne Arundel County commendation ribbons must be worn in accordance with Index Code 301.

All shirt and uniform coat patches must be centered on the left sleeve with the top of the patch three-quarters (3/4) inch from the shoulder seam.

#### **C. Hats**

1. The long sleeve and short sleeve uniform hat for sworn personnel is the issued eight point hat. This hat may be worn with the Class A or Class B uniform.
2. The cold weather hat is a knit hat, dark blue in color, embroidered with the police department emblem. This hat may be worn with the Class B or Class C uniforms, or when the officer is professionally dressed in plainclothes.
3. The issued baseball cap, embroidered with the police department emblem, may be worn with the Class B and Class C Uniform. The cap must be in good condition and may only be worn forward facing.

#### **D. Leather and Nylon Belt and Accessories**

All leather or nylon belts and accessories worn with the uniform must be kept neat and clean in appearance, without scuffs or damage.

1. Gun Belt & Accessories: The gun belt must fit snugly around the waist, with departmentally issued handgun and holster attached to the belt. Accessories such as handcuffs, batons, or other equipment must be worn in accordance with the policies below. A gun belt has also traditionally been known as a Sam Browne Belt.
2. Shoulder Strap: The shoulder strap is worn only by sergeants, corporals, and officers with the Class A uniform blouse. When the uniform blouse is worn, the gun belt rests on the belt hooks and the shoulder strap is worn across the shoulder opposite the holster and underneath the epaulet and lapel.
3. Belt Keepers: All officers *are* issued four (4) belt keepers to be worn with the department issued gun belt.

#### **E. Nameplate**

Nameplates are to be worn at all times on the outer shirt, sweater, jacket or coat, directly even with the top seam or right pocket flap, and centered with the bottom of the right pocket. Metallic nameplates, matching the officer's badge color, are to be worn with the Class A or Class B uniform. Embroidered nameplates are to be worn with the Class C uniform and External Ballistic Vest Carrier.

#### **F. Shirts**

Shirts *must* be neat and tucked into pants. Nothing visible may be carried in the shirt pockets except approved pens or matching pen and mechanical pencil combination. *When wearing the long-sleeved shirt, the shirt must be worn with an issued necktie and all buttons fastened, or alternatively, with a crew-neck t-shirt or authorized mock turtleneck with all buttons except the top button fastened.* (See Section V.U.6 of this Index Code) will be worn. When wearing the short-sleeve shirt, all buttons *must* be fastened and only the collar button may be unbuttoned. The sleeves may not be rolled up in any fashion.

Officers wearing the mock uniform shirt must wear the issued External Ballistic Vest Carrier when outside of secure police facilities.

#### **G. Shooting Medal**

Shooting medals issued or approved by the Training Division may be worn one half (1/2) inch under the badge.

#### **H. Sweater – Outer Garment**

The issued sweater may be worn as an outer garment.

1. Rank insignia – required for sergeant and above. Sergeant stripes worn on sleeves, lieutenant and above insignia worn on shoulder epaulets.
2. Badge and nameplate must be affixed to the area provided on the front of the sweater.
3. The sweater *must*, at all times, be tucked into the trousers at the belt.
4. If wearing an outer vest carrier with the Class B Uniform, the sweater may be worn underneath the carrier without the Class B uniform shirt, but a dark blue or black mock turtleneck shirt must be worn.

#### **I. Rainwear**

Rain suits are issued for use in inclement weather.

#### **J. Jackets**

1. Rank insignia – required for sergeant and above. Sergeant stripes worn on sleeves or collar, lieutenant and above insignia worn on shoulder epaulets or collar.

2. Badge and nameplate must be affixed to the tabs provided on the front of the jacket.
3. A jacket may be worn over an External Ballistic Vest Carrier if left un-zipped in a manner that allows the officer full access to all items attached to the External Ballistic Vest Carrier.

**K. Identification Cards**

All employees of the Police Department are issued an identification card, and must carry it on their person at all times while in uniform, on duty, or while operating a county vehicle. (See also: Index Code 1500) Sworn police officers must also carry their identification card whenever they are armed with department issued or approved firearms. (See also: Index Code 0402) Members *must* immediately report the loss of identification cards to their commanding officer in writing. The Technology Section is responsible for issuing identification cards and maintaining accurate records of all cards issued. The employee's identification number will always appear on the card.

**L. Chemical Spray**

Only department issued chemical spray may be carried and used in the performance of duty. All officers below the rank of Lieutenant are required to carry the issued chemical spray on their belt or External Ballistic Vest Carrier while conducting routine or directed patrol activities.

**M. Flashlight**

Officers conducting routine or directed patrol activities must carry the flashlight on the officer's belt or External Ballistic Vest Carrier. Other officers must carry a flashlight on their person or in their police vehicle when on duty or operating a police vehicle. (See also: Index Code 1500)

**N. Handcuffs**

Each sworn member of the department is issued handcuffs and a handcuff case. Officers *must* carry handcuffs at all times when on duty or while operating a department police vehicle. (See also: Index Code 1500) While operating a department police vehicle off duty, the handcuffs may be carried in the vehicle, readily accessible to the officer. While on duty, handcuffs must be carried on either the officer's belt or the officer's External Ballistic Vest Carrier. Secondary handcuffs may be worn on the officer's belt or External Ballistic Vest Carrier, but must be carried in a handcuff case or strap. Handcuffs must conform to the requirements of Section VIII.E.

**O. Baton**

Uniformed officers below the rank of Lieutenant on patrol are required to wear the issued expandable baton and holder on their belt or External Ballistic Vest Carrier at all times while on patrol duty. In addition, officers may have available or carry a baton that complies with Section VIII.F of this policy. (See also: Index Code 402.2)

**P. Weapons, Holsters & Ammunition**

All sworn officers are required to be armed while in uniform, on duty, or while operating a police vehicle. (See also: Index Codes 1500 and 0402)

**Q. Conducted Energy Weapon**

All uniformed officers below the rank of Lieutenant on patrol are required to carry the issued CEW and CEW holster on their belt or External Ballistic Vest Carrier.

**R. Body Armor**

The wearing of body armor must comply with the requirements of Section VIII.G.

**S. Equipment Used in Civil Emergencies**

A riot helmet is issued to every sworn officer. Other equipment used in civil emergencies is securely stored at District stations and the Special Operations Division.

**T. Communications Equipment**

All sworn personnel are issued a portable two-way radio, and are required to have it on and have constant access to it while in uniform, on duty, or operating a police vehicle. (See also: Index Code 1500) Radios may not be modified in any way without the written approval of the Radio Systems Manager. Personnel using a shoulder mic with a portable radio may only use the departmentally issued shoulder mic (with or without the departmentally issued earpiece). Personnel issued portable radios are also issued two batteries, a desktop battery charger/conditioner, and a portable 12-volt battery charger. Personnel are responsible to maintain their issued portable radio and batteries in a ready state. This includes "conditioning" the batteries utilizing the desktop charger/conditioner on a regular basis.

All sworn personnel and other personnel designated by the Chief of Police are issued cellular telephones and associated communications equipment as required for the conduct of their duties.

#### **U. Non-Issued Accessories & Equipment**

The following items, if used, must be furnished by the employee and worn with the uniform in the manner or style stated below. Required items for sworn personnel are noted with the letter (R).

##### **1. Trouser Belts (R)**

Trouser Belts which pass through trouser belt loops *must* be leather or nylon and one and one half (1 ½) inches in width (one quarter (¼) inch variance is allowed). Belt buckles must be either black or must match the color of the officers badge (chrome or gold plated) and of plain or police related design (Anne Arundel County Police or F.O.P.).

##### **2. Gloves**

White gloves for special occasions are issued by the department as needed. Cold weather gloves must be a solid color black and worn only during inclement or cold weather. Nitrile or latex gloves may be worn as temporary personal protective equipment when conducting searches, processing evidence, or conducting other hazardous duties where such gloves will provide personal protection. Leather or cloth gloves may be worn as personal protective equipment during searches or emergency situations.

##### **3. Tie Clasp/Tie Tack**

Approved tie clasps/tacks are of a plain design and are chrome or gold plated to match the color of the officer's badge. The tie clasp/tie tack with the County emblem, design, or police badge is permitted provided such tie clasp/tie tack is chrome or gold plated as appropriate. Tie clasps/tacks may be worn with the issued necktie.

##### **4. FBI National Academy and/or Southern Police Institute Pins**

Graduates of the FBI National Academy or the Southern Police Institute Administrative Officers' Course are authorized to wear the school lapel pin on the uniform shirt and the Class A blouse, centered above the nameplate.

##### **5. Recognition Pins and Service Crests**

Recognition pins and service crests recognize extensive training or lengthy service in an area, discipline or unit within the department. Authorized recognition pins and or crests are to be worn centered above the nameplate and spaced ½ inch apart. The FBI Academy pin or Southern Police Institute pin should always be placed at the highest level, followed by crests, followed by pins.

Only those pins or crests listed in Appendix A are approved for wear by the Chief of Police.

##### **6. Authorized Mock Turtlenecks, T-Shirts, and Necktie**

- a. The issued necktie may be worn with the long-sleeve Class B uniform. The top shirt button must be buttoned when wearing the necktie.
- b. Officers are authorized to wear dark blue or black t-shirts without any visible logos or insignia under their uniforms. Officers are authorized to wear V-neck t-shirts that are not visible when wearing the short or long-sleeve uniform shirt.
- c. Officers are authorized to wear dark blue or black mock turtleneck shirts under their long-sleeve uniform shirts.
- d. Supervisors may require the departmental necktie to be worn in lieu of the mock turtleneck/crew-neck t-shirt during such occasions where the tie would present a more professional image (i.e., special meetings with government officials, meetings with dignitaries, and other special events).

##### **7. Pens**

Pens worn visibly in the Class B uniform shirt pocket must be standard sized and be either black or a color which matches the predominant color of the sworn member's badge, either silver or gold.

#### **VI. PLAINCLOTHES**

Plainclothes officers *must* at all times be neat, clean, and well groomed. Police officers permitted to wear civilian clothing must conform to the standards normally followed by personnel in business offices, unless otherwise directed. Only articles of clothing of a conservative nature are permitted. Police officers must use discretion in their dress and appearance so as not to invite unfavorable comment upon the Department.

#### **VII. REQUIRED UNIFORMS**

**A. SWORN ROUTINE PATROL**

The Class B uniform must be worn by all personnel while working patrol duties. Exceptions may be made by a district commander or the Patrol Bureau Commander. The issued Bike Uniform *must* be worn when officers are assigned to work a detail or patrol on a department bicycle. Additionally, patrol officers must be equipped with the following items. Items indicated with an asterisk (\*) must be equipped on the officer's belt or External Ballistic Vest Carrier. Items indicated with a diamond (♦) are optional for the ranks of Lieutenant and above.

1. Ammunition magazines & issued ammunition\*
2. Anne Arundel County Parking Citation book ♦
3. Anne Arundel County Traffic Warning book
4. Departmentally issued badge
5. Issued Baton and holder \* ♦
6. Issued Body armor & carrier ♦
7. Issued Chemical spray and case \* ♦
8. Flashlight and holder
9. Handcuffs and case\*
10. Handcuff key
11. Holster (issued or approved) and issued departmental handgun, fully loaded (*see also*: Index Code 0402 **and 402.2**)
12. Juvenile Civil Citation book
13. Juvenile Criminal Citation book
14. Maryland Adult Municipal Infraction/Civil Citation book
15. Valid driver's license issued by State of residence
16. Maryland Safety Equipment Repair Order book -- NOT required if officer is equipped with MDC & ETIX equipment
17. Maryland Uniform Criminal Citation book
18. Maryland Uniform Traffic Citation book -- NOT required if officer is equipped with MDC & ETIX equipment
19. Current MPTC certification card
20. Notebook and pen
21. Police Department identification card
22. Portable radio (charged & operational)\*
23. Department issued cellular phone
24. Rain suit or reflective coat
25. Reflective vest
26. Riot helmet (if issued)
27. Weapons of Mass Destruction (WMD) gear
28. **CEW\*** ♦

**B. SWORN: ON DUTY: NON-PATROL, NON-COVERT**

1. Ammunition magazines & issued ammunition
2. Departmentally issued badge
3. Chemical spray and case \* ♦
4. Handcuffs
5. Handcuff key
6. Holster (issued or approved) and issued departmental or approved personal handgun, fully loaded (See also: Index Code 0402)



7. Flashlight
8. Valid driver's license issued by State of residence
9. Current MPTC certification card
10. Notebook and pen
11. Police Department identification card
12. Portable radio (charged & operational)
13. Department issued cellular phone
14. Riot helmet (if issued)

**C. UNIFORMED CIVILIAN PERSONNEL**

Civilian employees and reserve officers must be equipped with all items stated in the standard operating procedures manual of their section/unit, or as stated by their commanding officer or office supervisor. Civilian employees and volunteers must carry their issued police department identification card at all times when on duty.

**D. TRAFFIC CONTROL DUTIES**

All employees and volunteers conducting or participating in traffic control, on roadways or in parking areas, are required to wear a reflective or high-visibility vest or jacket as the outermost clothing item, unless the employee is acting in an emergency situation.

**E. COURT APPEARANCES**

**1. Official Business**

Officers *must* wear either the Class B uniform or civilian business attire when appearing in court on official department business. Polo shirts, t-shirts, jeans, sneakers, sweats, or other casual or casual business attire is prohibited. Off-duty officers attending court must be minimally equipped with an approved handgun and handcuffs.

**2. Personal Business**

Members of the department who attend court on personal business are prohibited from carrying any weapon and wearing the departmental uniform into any courthouse or court annex where the case is to be adjudicated. Exceptions to this standard may be granted only by authority of the Chief of Police.

**F. TRAINING FUNCTIONS**

Unless ordered otherwise by the commander of the Training Division, Officers *must* wear the Class C uniform to In-Service Training. Officers assigned in a covert/uncover capacity may wear casual attire, however shorts, sweatpants, tank tops or clothing with questionable wording or graphics is not acceptable.

Members of the department attending other departmental training programs or external training programs *must* wear the Class B uniform, Class C uniform, casual business attire, or the attire prescribed by the organization conducting the training.

**G. OFF DUTY**

The following equipment must be carried or accessible when specified below:

1. Police Department Identification Card: Sworn officers must carry their Police ID card whenever the officer is carrying a firearm or operating a police vehicle. (See also: Index Code 1500)
2. Flashlight: Sworn officers operating police departmental vehicle must have a flashlight accessible. (See also: Index Code 1500)
3. Handcuffs: All sworn officers must have a set of issued or approved handcuffs readily accessible when operating a police departmental vehicle. (See also: Index Code 1500)
4. All sworn officers operating a police departmental vehicle are required to be armed with an issued or approved handgun in compliance with Index Code 402. (See also: Index Code 1500)
5. Body armor: Off-duty sworn officers may wear body armor when the officer becomes involved in a law enforcement incident.
6. Jacket: Off-duty sworn officers may wear a departmentally issued jacket with department insignia when the officer becomes involved in a law enforcement incident.

7. Badge: Off-duty sworn officers may display their departmentally issued or approved badge when the officer becomes involved in a law enforcement incident or to identify themselves as law enforcement when necessary.
8. Radio: Off-duty sworn officers operating a police departmental vehicle must have access to the officer's issued portable two-way radio. (See also: Index Code 1500)

## VIII. SPECIFIC EQUIPMENT REQUIREMENTS

### A. Badges

Officers may only carry or wear badges issued by or authorized by the agency. Officers may, upon authorization by the Chief of Police, wear or carry alternate badges.

### B. Rainwear

Officers may wear issued or authorized rainwear during inclement weather.

### C. Jackets

Issued or approved jackets may be worn. While conducting routine patrol or other enforcement duties in a departmental uniform, only a uniform-style jacket may be worn. Uniform style jackets must conform to the following requirements:

1. Rank insignia – required for sergeant and above. Sergeant stripes worn on sleeves, lieutenant and above insignia worn on shoulder epaulets.
2. Badge and nameplate must be affixed to the tabs provided on the front of the jacket.

### D. Chemical Spray

Only department issued chemical spray may be carried and used in the performance of duty.

### E. Handcuffs

Each sworn member of the department is issued handcuffs and a handcuff case. Personally-owned handcuffs may be carried by officers. Such handcuffs must be silver, nickel, chrome or black in color and from one of the following manufacturers:

1. Smith and Wesson
2. Peerless
3. Hiatt
4. ASP
5. Safariland

### F. Baton

Sworn officers are authorized to carry straight baton that is in compliance with Index Code 402.2.

### G. Body Armor

The wearing of body armor is mandatory for all uniformed officers below the rank of Lieutenant when operating a police vehicle for patrol or enforcement duties. All other sworn officers are strongly urged to wear body armor while engaged in law enforcement activities.

Body armor *must* be readily available to all officers engaged in enforcement activity. Body armor must be stored in the officer's vehicle if the officer is not required to wear it.

Officers assigned to covert assignments are not bound by this directive but *must* follow applicable SOP's which provide guidance on use of body armor.

The External Ballistic Vest Carrier approved by the Property Management Commander is authorized for use by sworn personnel wearing a departmental uniform. A jacket may be worn over an External Ballistic Vest Carrier if left un-zipped in a manner that allows the officer full access to all items attached to the External Ballistic Vest Carrier. Uniformed personnel may wear a radio pouch and up to four (4) departmentally issued accessories, on the outside of the outer carrier vest. Firearms may NOT be carried on or attached to the External Ballistic Vest Carrier.

Only the following departmentally issued accessory pouches and accessories may be worn on the External Ballistic Vest Carrier:

1. Double magazine pouch with full, issued magazines
2. Single handcuff pouch with handcuffs
3. Baton pouch with issued baton

4. Utility pouch
5. OC spray pouch with issued OC spray
6. *CEW* holster with issued *CEW*
7. Tourniquet pouch

The departmentally issued badge, departmentally issued Velcro style name plate, and “POLICE” Velcro back panel patch must be worn on the External Ballistic Vest Carrier. Additional patches, insignia, or pins/crests are not authorized for display on the External Ballistic Vest Carrier for uniformed personnel. All uniformed personnel wearing an External Ballistic Vest Carrier with attached accessories must receive familiarization training by Training Division personnel before being authorized to wear the External Ballistic Vest Carrier.

*When warranted by exigent circumstances, officers may wear issued or personally owned plate-carrier body armor designed to protect against high-caliber threats. Such body armor must display a large “POLICE” label on the front and rear.*

Officers assigned to QRT or other specialized units may wear other outer carrier vests and equipment with the authorization of the officer’s bureau commander.

#### **H. Communications Equipment**

Communications equipment: All sworn personnel are issued a portable two-way radio, and are required to have it on and have constant access to it while in uniform, on duty, or operating a police vehicle. (See also: Index Code 1500) Radios may not be modified in any way without the approval of the Radio Systems Manager. Personnel using a shoulder mic with a portable radio may only use the departmentally issued Motorola “Public Safety” shoulder mic (with or without the departmentally issued earpiece). Personnel issued portable radios are also issued two batteries, a desk top battery charger/conditioner, and a portable 12 volt battery charger. Personnel are responsible to maintain their issued portable radio and batteries in a ready state. This includes “conditioning” the batteries utilizing the desktop charger/conditioner on a regular basis.

All sworn personnel and other personnel designated by the Chief of Police are issued cellular telephones and associated communications equipment as required for the conduct of their duties.

#### **I. Eyewear**

Eyeglasses and Sunglasses: Eyeglasses or sunglasses must be conservative in color and size, and must not detract from the professional appearance of the uniform. Trendy colors, including but not limited to red, yellow, purple, bright green, and orange are not authorized for wear. Eyeglass restraints are only authorized when required for safety purposes. Eyeglasses and/or sunglasses *may* not be attached to chains, bands, or ribbons.

Contact Lenses: Lenses that have designs on them that change the natural appearance or color of the iris are not authorized to be worn.

#### **J. Equipment Used in Civil Emergencies**

A riot helmet is issued to every sworn officer. Other equipment used in civil emergencies is securely stored at District stations and the Special Operations Division.

### **IX. GROOMING & APPEARANCE STANDARDS**

Supervisors are responsible for ensuring compliance with grooming standards.

#### **A. Sworn Officers**

This section apply to all sworn officers, except those assigned to covert duties or otherwise excused by the officer’s bureau commander.

For purposes of this section, “uniformed officers” means a sworn officer wearing a uniform under Section III of this policy, except for Section III.F above Ballistic Vest Carrier Uniform).

##### **1. Haircuts**

- a. Hair *must* be neatly groomed. The length or bulk of the hair *may* not be excessive or present a ragged, unkempt or extreme appearance. Officers may use dyes, tints, or bleaches but must choose a naturally occurring human hair color. Hair colors that are considered extreme or eccentric, such as fluorescent/neon colors, blue, orange, purple, pink, or green are prohibited. In all cases, the bulk or length of hair may not interfere with the normal wearing of departmental headgear when headgear is required to be worn.

- b. Uniformed officers must wear their hair neatly trimmed and tapered to the sides of the head and to the back of the neck or otherwise comply with paragraph c.
- c. Uniformed officers **must** style their hair in such a manner as to ensure any hair that falls below the bottom edge of the shirt collar **must** be secured in a bun or pony tail. The style shall not interfere with the normal wearing of departmental headgear. Braids, cultivated locs (individual sections of hair that are intertwined from the root tip, which creates a uniform ringlet or cordlike appearance requiring maintenance/upkeep and are uniform in appearance), or cornrows may be worn if styled conservatively symmetrically, and close to the scalp. When a hairstyle of multiple braids are worn, each braid shall be of uniform dimension and tightly interwoven. Multiple braids, consisting of two or more braids that encompass the whole head, may be worn loose or may be pulled straight back into a bun or pony tail, assuming all other grooming guidelines are met. Beads or other decorative items shall not be braided into the hair.

## **2. Sideburns**

Sideburns must be neatly trimmed, not extending below the midpoint of the ear.

## **3. Facial Hair**

Well-trimmed mustaches, beards, and goatees are permitted. Beards and goatees may not exceed ¼ inch in length. Mustaches must be kept trimmed with no hair extending down over the upper lip nor extending past either side of the mouth. “Handle bar” mustaches are prohibited. A department member may be required to shave for annual respirator (gas mask) fit tests or when the use of a respirator (gas mask) is likely. Officers with facial hair must have a shaving kit readily available to enable the officer to remove facial hair in the event they are required to utilize a respirator (gas mask).

## **4. Wigs**

Wigs or hairpieces may be worn as long as they conform to Section IX.A.1.

## **5. Cosmetics and Colognes**

Cosmetics, colognes, after shave lotion, perfumes, light makeup, etc. are permitted to be worn. Makeup, when worn, should give as natural an appearance as possible.

## **6. Fingernails**

Fingernails must be kept clean and trimmed, and **may** not exceed 1/8” beyond the fingertip. Officers may wear fingernail paint which is clear or colored, but all nails must be the same color. Color and design must be conservative in appearance and compliment the uniform or attire being worn. Embellishments are not permitted.

## **7. Tee Shirts - Undergarments**

Appropriate undergarments (tee shirts, bras) are to be worn. For approved t-shirts and mock turtlenecks see Section V.U.6.

## **8. Jewelry**

The wearing of visible jewelry is limited to a wristwatch, a medical alert bracelet, stud earrings (one per ear), and one acceptable ring on each hand (a wedding set is considered one ring). Examples of acceptable ring styles include wedding rings, law enforcement association rings, and school rings. The ring’s appearance should not detract from the professional appearance of the uniform. Necklaces, chains and any visible body piercings are prohibited if they are exposed or interfere with the officer’s performance of duty. Tongue piercings are prohibited.

## **B. Civilian Personnel**

Civilian personnel must at all times be neat, clean, and well groomed. The dress code for civilian employees either appears in the standard operating procedures of the section/unit, or is explained by the employee’s supervisor. Civilian employees must ensure that their appearance does not reflect unfavorably on the department.

## **C. Exceptions**

Covert Assignments: Personnel assigned to investigative duties and other specialized enforcement activities which require an inconspicuous appearance may be exempted from the provisions of the grooming and appearance standards upon approval of the Chief of Police.

## **X. UNAUTHORIZED USE OF INSIGNIA**

The department badge, shoulder patch, or likenesses thereof, may not be used for personal or department use, without the approval of the Chief of Police or his/her designee. This includes the use of the badge or shoulder patch for printed matter, products, or other items (ie. apparel, challenge coins etc.).

## **XI. SEPARATION FROM EMPLOYMENT**

Upon separation from employment with the Department (Resignation, Retirement, Termination), personnel are required to return all issued equipment. The employee *is* responsible for returning all equipment and completing and signing the applicable forms, which will be provided to them by Police Personnel. The employee's immediate supervisor *must* allow the separating employee ample time during their working hours to return all department issued property to the respective units. The receiving unit will inspect the returned equipment and initial the applicable forms. The employee *must* turn in the completed forms to their immediate supervisor/commander on or before their last day of employment. The supervisor/commander *must* ensure that the forms have been completed with initials from the receiving units. The supervisor/commander *must* sign the *properly completed* form and promptly return it to Police Personnel.

## **XII. EQUIPMENT ISSUANCE, REPAIR, ALTERATION, AND ACCOUNTABILITY**

### **A. Equipment Issue**

The department provides all sworn personnel and uniformed civilian employees with uniforms and equipment, at no cost to the employee. The amount and content of the initial issue appears in the current applicable labor contract(s). As specified in department policy or at the direction of the Chief of Police, various department elements issue, service, and maintain accountability records for departmental equipment.

### **B. Damaged or Lost Departmental Property**

Any departmental property, which is lost or damaged, except for departmental or county vehicles, a written incident/offense report detailing how the property was lost or damaged. The officer assigned the damaged or lost property is responsible for completing this report. The report must be forwarded to the Property Section Commander by the supervisor who approves the report and subsequently reviewed by the Bureau of Administration Commander.

For damage to departmental or county vehicles, see Index Code 1503: Departmental Collisions & Damaged Departmental Vehicles.

### **C. Replacement and Reimbursement**

Departmental Property, which has become worn due to normal wear and tear, *must* be turned over to the issuing unit. The member requesting such replacement *must* complete any paperwork required by that issuing unit.

Reimbursement for a member's personal property that is damaged or destroyed while engaged in any law enforcement duty is considered on a case-by-case basis. Requests for reimbursement, with an explanation of circumstances leading to the loss, *must* be made via the chain of command to the Chief of Police. The employee *must* purchase the replacement property and forward the sales receipt to the Office of the Chief of Police along with a written request for reimbursement. If the Chief approves reimbursement, the Fiscal Management Section will have a check issued to the employee for the cost of the replacement property.

Approved jewelry is worn at the discretion of the employee. Therefore, other than a wristwatch or medic alert bracelets/necklaces, for which the department will cover the cost of repair or replacement for loss or repair up to a maximum of \$100, employees *may* not be reimbursed for damages incurred to or loss of such items. Refer to Section IX.A.8 listing of approved jewelry.

### **D. Repairs and Alterations**

All sworn members, regardless of assignment, are required to have readily available a well-fitting set of summer and winter uniforms. Any member, whose physical size and body weight has changed, thereby necessitating re-measuring for the uniform, may report to the Quartermaster for re-fitting. Department uniforms are made solely by vendors contracted by the county and the department. Repairs to uniforms may be made by a competent tailor, but such repairs must conform to the specifications prescribed by the Quartermaster.

### **E. Disposal of Department Property**

No department property *must* be thrown away, sold, destroyed, or otherwise disposed of, except with the permission of the Property Section Commander, subject to the approval of the Chief of Police. The Property Section Commander *must* ensure that inventory records reflect the disposition of the property.

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**F. Equipment Accountability**

Department elements charged with maintaining accountability records for issued equipment are responsible for maintaining such records to ensure accountability of issued and returned equipment.

**XIII. TEST AND EVALUATION**

The commander of the Property Management Section may authorize deviations from this policy for purposes of testing and evaluating equipment and uniforms.

**XIV. PROPONENT UNIT:** Office of the Chief of Police.

**XV. CANCELLATION:** This directive cancels Index Code 500, dated *10-02-24*.