



# LAW ENFORCEMENT OPERATIONS POLICY AND PROCEDURES

## Chapter 6: Uniform Dress Code

Revised:

Last Reviewed:

Adopted: April 27, 2023.



### I. PURPOSE:

- A. Establish rules and regulations regarding agency uniforms, equipment, and personal appearance.
- B. Establish employee accountability for agency uniforms and equipment.
- C. Establish an agency dress code and employee personal appearance guidelines.

### II. RULES AND REGULATIONS:

#### A. General (GLECP 4.11 a,b,c)

1. Sworn employees will wear the designated and agency-provided uniform when reporting for duty, while on duty, and during any authorized special assignment. When the uniform is worn, care shall be taken that it fits well, is neat, clean, and properly pressed, and that all leather and metal items are polished and in presentable order. The agency will replace any uniform pieces in disrepair as possible. **(GLECP 4.11c)**
2. Employees of the Agency shall be neat in appearance and well-groomed.
3. While wearing the uniform, employees shall maintain a professional appearance.
4. Under no conditions will a part of the official uniform be intermixed with civilian clothes.
5. When necessary, the Chief of Police may prescribe other types of clothing to be worn.

#### B. Uniform Shirt

1. The uniform shirt will be long- or short-sleeved. The day's uniform will be at the discretion of the Chief of Police. Shirts will be clean and pressed and will not be frayed or torn.
2. All buttons, except the collar button on short-sleeved shirts, will be buttoned.
3. Non-uniform articles will not show above the uniform collar or protrude from the pockets.

C. Uniform Shirt Accessories - The only authorized uniform shirt accessories are:

1. Badge - To be worn on an outermost garment and visible at all times. Outer garments may utilize sewn-on badges and patches.
2. Name Plate - Official shiny metallic-finish, clutch type, engraved with employee's name, inset with black color. The name plate shall be clean, polished, and worn, centered parallel with the seam at the top of the flat of the right breast pocket. Names may also be embroidered in place of a name plate.
3. Collar Insignias – If worn, the appropriate collar insignia is to be worn just inside the seams at the corner of the collar perpendicular to the collar corner.
4. Awards - Pins designated and approved by the Chief of Police indicating E.M.T. Training, firearms, etc., will be worn on the (right/left) pocket flap parallel to the top of the pocket.
5. Official Agency Patch – If worn, it will be displayed on both shoulders of all uniform shirts and jackets.
6. Whistle and Snake Type Whistle Chain – If worn in an appropriate metallic finish, the chain will be worn on the right shoulder button under the epaulet, falling into the inside of the right pocket.
7. Flag - A small metal American Flag is optional and may be worn parallel to and one-half inch from the right side of the name plate.

D. Uniform Pant

1. Uniform-issued pants or slacks will be cleaned and pressed.

E. Uniform Footwear

1. Footwear will be at the discretion of the Chief of Police.
2. The footwear shall be clean and will be kept in good repair.
3. Coordinating socks will be worn.

F. Uniform Duty Gear

1. Duty belts and associated gear will be as prescribed by the Chief of Police.
2. Firearm holster - One holster must be worn on the right or left trouser seam. The butt of the firearm will be to the rear.
3. ECD Holster and ECD are to be worn on the opposite side of the belt from the firearm holster.
4. No accessories will be permitted on the gun belt without the approval of the Chief of Police.

G. Uniform Inclement Weather Gear - Optional according to weather conditions.

1. All inclement weather gear will be as prescribed by the Chief of Police.

H. Excluded Items - The following items are excluded from use by Agency personnel:

1. No jewelry shall be worn that would interfere with an officer's ability to perform their duties or create a safety hazard.
2. Any emblem or patch worn on the uniform must receive prior approval from the Chief of Police.

I. Court Dress - The following attire will be appropriate in court:

Uniform or business attire, which presents a professional appearance, shall be worn in court and on other official occasions.

J. Civilian Personnel

Civilian office personnel should dress business-like unless authorized by the Chief of Police.

K. Turning in Equipment upon Termination or Resignation

When any employee resigns or is terminated, all agency-issued property will be turned in to the Chief of Police or his designee. This must be done before the issuance of a final paycheck.

L. Hair

1. Hair will always be neatly groomed and present a professional appearance.
2. Hair will be worn so as not to create an officer safety issue while on duty. For example, hair extending beyond the collar could be used to control an officer in a fight.
3. Facial hair, if permitted by the Chief of Police, will also be neatly groomed and present a professional appearance.

**ATTENTION CEO: Many agencies permit officers to wear beards. The department should specifically list limitations on the types/length of facial hair)**

M. Body Armor (**GLECP 6.2**)

Body armor will be made available to all sworn personnel.

Officers are required/encouraged, at the discretion of the Chief of Police, to wear their body armor, which includes the front and back ballistic panels, any time they are in uniform performing patrol duties, including extra duty work. Additionally, those assigned to office duty or attending court will have the option of wearing body armor.

The department will keep issuance records, conduct evaluations of new body armor products, and continue to seek the best available threat-level protection for the officers. Because body armor only offers protection when worn, comfort and weight will be among the factors considered when deciding on the type of armor to purchase and issue. Each set of soft body armor will be replaced as soon after its expiration date as possible.

Employees must care for and maintain their body armor as the manufacturer recommends. Soft body armor is subject to inspections by supervisors.

#### N. Tattoos

Visible tattoos, brands, or other body art may not extend past the wrist or above the collarbone. The only exception would be a tattoo around the ring finger representing a wedding band. The Chief of Police must approve all visible tattoos. Tattoo cover sleeves may be worn to hide unapproved body art at the discretion of the Chief of Police.

**GLECP Standard 6.2 states, "The agency makes available body armor for all sworn personnel assigned to field duty and establishes written guidelines for the wearing and availability of the body armor for all sworn personnel." When drafting a policy on the wear of the protective vest, consideration must be given to medical conditions that may prevent the wear of the vest continuously. Sample wording for the wear of body armor may be found at the bottom of this policy.**

**GLECP Standard 4.11 states, "The agency shall have a written directive that specifies appearance guidelines for all agency personnel, specifies the type of clothing and equipment authorized for use by agency personnel; and describes the agency's provision and replacement of authorized clothing and equipment."**