



UNIFORMS, EQUIPMENT, & GROOMING AND APPEARANCE STANDARDS

INDEX CODE: 500
EFFECTIVE DATE: 02-28-11

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I. POLICY

Unless otherwise directed, members of the department, while on duty, will wear the uniforms and equipment issued by the department and prescribed by the Chief of Police. Uniforms will be worn in their entirety and in their intended fashion, and will be kept clean, well-brushed and pressed. The badge and nameplate are to be displayed on the outermost garment being worn by the uniformed officer. Non-uniformed personnel will affix the badge to their jacket pocket or lapel, or to their belt while at a crime scene or police operation.

Buttons and other metal accessories will be clean and bright. Uniform coats must be buttoned or zippered at all times when on duty. Unauthorized objects such as sunglasses, cigarette holders, and the like may not be attached to any part of the uniform.

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.

II. UNIFORMS & EQUIPMENT

A. Definitions

Department equipment and/or property means and includes:

- 1. All uniforms and equipment issued to employees.
- 2. Department vehicles, accessories, and department-owned property contained therein.
- 3. Department buildings, including the County-owned equipment and/or property they contain.
- 4. All other department equipment or property, which comes into the possession of an employee at any time.

B. Equipment Issue and Allowances

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). Replacement of worn uniforms, equipment, and clothing is available through the *Quartermaster Unit*, upon completion of a quartermaster assistance form.

C. Replacement

- 1. Property, which has become worn due to normal wear and tear, will be turned over to the *Quartermaster Unit*. The member requesting such replacement will complete the Quartermaster Assistance Form with his/her immediate supervisor's approval.

2. 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 should be made via the chain of command to the Chief of Police. The complete circumstances of the loss should be explained. The employee will 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 Management & Planning 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 \$50, employees will not be reimbursed for damages incurred. Refer to Section VI.A.8 for listing of approved jewelry.

3. Any departmental property, which is lost or damaged, will require a written report detailing how the property was lost or damaged. The report will be forwarded to the *Technology and Property Section Commander* and subsequently reviewed by the *Administrative Services Bureau Commander*.

D. Compensation for Negligent Loss of Property

Employees are required to compensate the department for issued equipment and property that has been lost, damaged, or destroyed due to carelessness, negligence, failure to follow procedures, or neglect. Only the Chief of Police may grant an exception to this requirement.

In cases where the required compensation is \$500.00 or less, it must be made in the form of a monetary reimbursement only, with the employee being allowed up to three months to make a complete payment.

For compensation amounts exceeding \$500.00, a combination of monetary reimbursement along with the forfeiture of annual leave and/or accumulated compensatory leave may be used to achieve the total reimbursement amount, with up to one year being allowed for the employee to complete the compensation.

These guidelines are intended to be an administrative mechanism to obtain compensation for lost, damaged, or destroyed property or equipment. They are applicable in addition to any disciplinary action that may result from the incident in question.

E. REPAIRS AND ALTERATIONS

All sworn members, regardless of assignment, are required to have on hand a well-fitting set of summer and winter uniforms. Any member, whose physical size and body weight has changed, thereby necessitating remeasuring for the uniform, will submit a written request to be remeasured to the officer's commander through the chain of command. Upon authorization from the commander, the officer will forward a copy of the request to the supervisor of the *Technology and Property Section*. It is the responsibility of the supervisor of the *Technology and Property Section* to arrange and coordinate dates and times for affected members to be measured or remeasured. 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.

F. Disposal

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

G. Return Upon Termination of Employment

Employees must return all department-issued equipment to the *Quartermaster Unit* upon termination of employment with the department. The *Quartermaster Unit* is charged with the responsibility of maintaining the necessary records of accountability concerning the return of issued equipment.

III. UNIFORM CLASSES

The Anne Arundel County Police Department uniform is classified as follows:

- *Class "A" Uniform – Full Dress Uniform
- *Class "B" Uniform – Uniform of the day for platoons 1, 2, 3 & 4 and other uniform assignments within the department.
- *Class "C" Uniform- **General Utility Uniform**

A. Class "A" Uniform

1. The class "A" uniform consists of the following:

- *The uniform blouse worn as the outer garment
- *Long sleeve issued shirt
- *Felt hat **or all-season commander's hat**
- *Plain toe, black dress shoes
- *Dark blue or black socks
- *Issued trousers
- *Black belt
- *Issued tie
- *White gloves, depending on occasion
- *Badge and nameplate, to be worn on blouse
- *Sam Browne belt, shoulder strap to be worn by officers below the rank of Lieutenant.

2. 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 attending court on department business. Officers of the rank of Lieutenant and above may wear the class "A" uniform as the uniform of the day.

B. Class "B" Uniform

The class "B" uniform is the department's uniform of the day, as designated by the Chief of Police or the commander of the **Patrol Services Bureau**. The class "B" uniform consists of the summer uniform and winter uniform as listed below, with authorized personal items. Members of specialized units are authorized to wear supplemental uniform articles as specified in their approved standard operating procedures.

1. Summer Uniform

The summer uniform is worn as outlined below and consists of the following:

- *Black shoes/boots
- *Dark blue or black socks
- ***Authorized T-Shirt**
- *Issued trousers
- *Black belt
- *Short sleeve issued shirt (or long sleeve shirt, if desired)
- *Summer hat **or all-season commander's hat**
- *Issued gunbelt, holster, and leather accessories
- *Badge and nameplate
- *Insignia of rank
- *Commendations/Shooting Awards (optional)

A long sleeve shirt may be worn with the summer uniform.

2. Winter Uniform

The winter uniform is worn as outlined below and consists of the following:

- *Black shoes/boots
- *Dark blue or black socks
- * ***Authorized Mock Turtlenecks/T-Shirts***
- *Issued trousers
- *Black belt
- *Issued tie or authorized mock turtleneck
- *Felt hat ***or all-season commander's hat***
- *Long sleeve issued shirt
- *Issued gunbelt, holster, and leather accessories
- *Badge and nameplate, to be worn on outermost garment
- *Insignia of rank
- ****Issued*** jacket
- *Approved scarf (dark blue/black) (optional)
- *Black gloves (optional)
- *Commendations/Shooting Awards (optional)

C. Class "C" Uniform

The class "C" uniform is the department's general utility uniform. It is worn for In-Service Training and at other times as designated by the Chief of Police or the commander of the Patrol Services Bureau. The class "C" uniform consists of polo style shirt and BDU style pants. The uniform is issued through the Quartermaster Unit.

The class "C" uniform is worn as outlined below and consists of the following:

- ****Black shoes/boots***
- ****Dark blue or black socks***
- ****Authorized Mock Turtlenecks/T-Shirts***
- ****Issued BDU trousers (unbloused)***
- ****Black belt***
- ****Issued polo shirt***
- ****Issued gunbelt, holster, and leather accessories***

IV. UNIFORMS & EQUIPMENT REQUIRED WHILE ON DUTY

A. Uniformed Officers

In addition to their uniforms, uniformed officers must be equipped with the following items while on duty, unless excused by their Captain or ***Bureau Commander***:

- * Ammunition magazines & issued or approved ammunition
- * Anne Arundel County Citation book
- * Anne Arundel County map book
- * Anne Arundel County Warning/FIR book
- * Badge
- * Baton and holder: authorized impact weapon (*Command staff optional*)
- * Body armor & cover
- * Chemical spray and case (*Command staff optional*)
- * Collateral book (DC/CR 90) for MD Uniform Traffic Citations
- * Flashlight and holder
- * Handcuffs and case
- * Handcuff key
- * Holster (issued or approved)
- * Juvenile Civil Citation book
- * Juvenile Criminal Citation book
- * Maryland Adult Municipal Infraction/Civil Citation book
- * Valid driver's license issued by State of residence

- * Maryland Safety Equipment Repair Order book
- * Maryland Uniform Criminal Citation book
- * Maryland Uniform Traffic Citation book
- * Motor Vehicle Code Book
- * Current MPTC certification card
- * Nameplate
- * Notebook and pen
- * Police Department identification card
- * Portable radio (charged & operational)
- * Rain suit or reflective coat
- * Reflective vest
- * Riot helmet (if issued)
- * Sidearm (issued or approved, fully loaded)
- * All required departmental issued certification cards
- * Weapons of Mass Destruction (WMD) gear

Supervisors will inspect their personnel daily to ensure that uniforms and other equipment are clean and in good order. Supervisors will also ensure that each officer is properly equipped and attired, and that he/she is physically fit for duty.

B. Plainclothes Officers

When an officer is on duty in civilian dress he/she must be equipped with the following unless assigned to an undercover/covert unit or excused by his/her Captain or *Bureau Commander*:

- * Ammunition magazines & issued or approved ammunition
- * Anne Arundel County map book
- * Badge
- * Chemical spray and case (*Command staff optional*)
- * Handcuffs
- * Handcuff key
- * Holster (issued or approved)
- * Flashlight and holder
- * Valid driver's license issued by State of residence
- * Current MPTC certification card
- * Notebook and pen
- * Police Department identification card
- * Portable radio (charged & operational)
- * Riot helmet (if issued)
- * Sidearm (issued or approved, fully loaded)

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.

D. Uniform for Station Duty

Uniformed officers assigned to indoor station duty will have the items listed in Section IV.A available. The following requirements or modifications apply to station officers:

1. Badge and Nameplate

Personnel working indoor duties will at all times wear their badges and nameplates *visible on the outermost garment*.

2. Necktie/Mock Turtleneck

If a long-sleeve shirt is worn, the issued necktie or authorized mock turtleneck (see Section V. T. 11) must be worn.

3. Sidearm and Gunbelt

The officer will remain armed at all times, except where prohibited. The officer may wear an approved holster in lieu of his gunbelt. The gunbelt will be secured in a safe or locked area inaccessible to unauthorized personnel.

E. Court Appearances

1. Official Business

Officers will wear the uniform of the day when appearing in court on official department business. The uniform, whenever worn, will be neat and clean. When wearing an approved mock turtleneck with the long-sleeve uniform shirt, it is not mandatory to wear the issued necktie. However, if the issued necktie is worn, no portion of the undershirt will be visible beyond the top of the shirt collar. Off-duty officers may wear civilian attire, provided the male officer is dressed in a business suit with tie, or sports jacket with tie, and the female officer is dressed in appropriate daytime business apparel. Off-duty officers will be minimally equipped with an approved firearm 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

The following regulations apply to all members attending training functions conducted by this department or any outside agency.

1. Members in uniform assignments will wear the uniform of the day when attending training or education functions. Male members in non-uniformed assignments will wear a shirt and tie; a coat is optional. Female members in non-uniformed assignments will wear clothing that conforms to that normally worn in the business community. No jeans, shorts or athletic/tennis shoes will be worn.

2. Off-duty members may wear either the uniform of the day or civilian clothing as specified above. Any modifications to the dress code will be specified in individual training notices.

Members not properly attired upon reporting for training or education classes may be denied admittance and subject to disciplinary action.

G. Reflective Vests

A reflective vest is issued to every officer assigned to patrol duties. When directing traffic, all department personnel who have been issued reflective vests are required to wear them on the outside of their clothing so that the vests are visible. Reflective raincoats may be worn instead of the reflective vests when required by the weather. This requirement applies to crossing guards and volunteers who are called upon to direct traffic, as well as to sworn officers. This requirement does not apply to emergency situations, when such clothing may not be available.

V. WEARING THE UNIFORM – REQUIRED EQUIPMENT & SPECIFICATIONS

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 will 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 will 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. Colonel / Chief of Police – gold eagle and gold badge.
 - b. Lieutenant Colonel / Deputy Chief of Police – silver oak leaf and gold badge.
 - c. Major – gold oak leaf and gold badge.
 - d. Captain – two gold bars and gold badge.
 - e. Lieutenant / Executive Officer – one silver bar 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

1. 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
2. All Anne Arundel County commendation ribbons must be worn in accordance with Index Code 301.
3. 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 winter uniform hat is a Stetson style felt hat, dark blue in color. The summer uniform hat is a Stetson style straw hat, dark blue in color. The extreme cold weather hat is a knit hat, dark blue in color, embroidered with the police department emblem. *Lieutenants and above will wear the all-season, dark blue, 8-point style hat with affixed shield.*
2. The uniform hat is a traditional and integral part of the police officer's uniform. The wearing of the hat conveys an image of professionalism, authority, and pride in one's appearance and department. The wearing of the uniform hat is encouraged but optional for uniformed police officers who are engaged in conducting the official business of the Police Department and are not inside a police facility or a police vehicle.
3. The *Stetson* hat will be placed squarely on the head and somewhat tilted to the front with the buckle located at the front of the hat, and the strap through the holes on the side, adjusted to fit behind the head. *The 8-point hat will be worn squarely on the head with the shield and visor in front.*
4. The issued knit cap may be worn during periods of intense cold or during snowstorms.

D. Leather

All leather 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 the following accessories:

- a. Handgun holster
- b. Radio carrying case
- c. OC Pepper Spray and holder
- d. Handcuff case
- e. ASP Baton and holder
- f. Flashlight holder
- g. Magazine pouch

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.

3. Belt Keepers

All uniformed officers will be issued four (4) belt keepers to be worn with the department issued gun belt. Belt keepers will become part of an officer’s original issue of equipment.

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.

F. Rainwear

Rain suits are issued for use in inclement weather.

G. Shirts

Nothing may be carried in the shirt pockets except approved pens or matching pen and mechanical pencil combination. When wearing the long sleeved shirt, all buttons will be fastened, the sleeves will be rolled down and buttoned, and the issued necktie or authorized mock turtleneck (see Section V. T. 11 of this Index Code) will be worn. When wearing the short sleeve summer shirt, only the collar button may be unbuttoned. The sleeves will not be rolled up in any fashion.

H. Shooting Medal

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

I. 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 department vehicle. Members will immediately report the loss of identification cards to their commanding officer in writing. The Identification Unit 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.

J. Chemical Spray

Only department issued chemical spray may be carried and used in the performance of duty. All uniformed officers on patrol are required to carry the issued chemical spray on their duty belt.

K. Flashlight

Members who are issued a flashlight will have it accessible at all times while on duty or operating a department vehicle.

L. Handcuffs

Each sworn member of the department is issued one set of handcuffs and a handcuff case. Members will carry the handcuffs at all times when on duty or while operating a department vehicle.

M. Baton

Uniformed officers on patrol are required to wear the issued *expandable baton* and holder on their duty belt at all times. In addition, officers may have available or carry an approved straight baton.

Officers not on patrol, but in a marked vehicle, will have accessible at all times a departmental approved baton within their vehicle.

N. Weapons, Holsters & Ammunition

All sworn officers are required to be armed while in uniform, on duty, or while operating a department vehicle. Refer to Index Code 402 for details.

O. Body Armor

The wearing of body armor is mandatory for all uniformed officers of the rank of sergeant and below, when operating a marked or semi-marked patrol vehicle. All other sworn officers are strongly urged to wear body armor while engaged in law enforcement activities.

Body armor will 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 (i.e., uniformed secondary employment assignment in an unmarked police vehicle).

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

P. Equipment Used in Civil Emergencies

A riot helmet is issued to every sworn officer. Other equipment used in civil emergencies is *securely* stored at *each police district*. The commanding officer of any component that is issued equipment designated for use in civil emergencies will inspect all such equipment at least once a month to ensure that it is in a state of operational readiness.

Q. Communications Equipment

1. 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 department vehicle. Personnel designated by the Chief of Police are issued pagers, cellular telephones, and associated communications equipment as required for the conduct of their duties.

2. The commanding officer of the Communications Section is responsible for the following property management functions as they relate to department communications equipment:

- a. Requisitioning, accountability, inventory control
- b. Distribution and issuance to authorized users
- c. Maintaining stored items in a state of operational readiness

R. 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 will at all times be tucked into the trousers at the belt, and a department issued necktie or authorized mock turtleneck shirt worn with it.

S. Jacket

- 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.
- 3. When the jacket is worn with the winter uniform, the department issued necktie or authorized mock turtleneck shirt must be worn.
- 4. On the occasion that the jacket is worn with the summer uniform, the necktie is NOT required to be worn.

T. 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 are noted with the letter (R).

1. Belts (R)

Belts will be black in color and one and one half (1 ½) inches in width (one quarter (¼) inch variance is allowed). The belt buckle must be chrome or gold plated to match the color of the officer's badge, 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.

3. Rubber Footwear

Approved boots, galoshes and rubbers are black in color, and may be worn during rainy periods or flooding conditions.

4. Scarves

Approved scarves are a solid color black or dark blue, and are to be worn only with the winter uniform, during intensely cold or windy weather.

5. Shoes (R)

Approved shoes are black, smooth leather or plastic, plain toe, either high or low cut. Shoes will always be highly polished.

6. Socks (R)

Approved socks are solid, black or navy blue and may have white bottoms providing that the white does not show above the tops of the shoes. Black or dark blue hosiery may be worn instead of socks.

7. Tie Clasp/Tie Tack (R)

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.

8. 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 commendation ribbons* or above the nameplate, *if no commendations ribbons are worn*.

9. 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 vertically above the award ribbons. When one crest or pin is worn, it is to be centered 1/2 inch above the award ribbons. The FBI Academy pin or Southern Police Institute pin should always be placed at the highest level, followed by crests, followed by pins.

Additional crests may be vertically "stacked" 1/2 inch apart to a reasonable height above the award ribbons. Any additional crests or pins will be worn along the pocket flap, 1/2 inch below the name plate and placed centered or equidistant from the pocket centerline.

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

10. Undergarments

See Section VI. A. 7.

11. Authorized Mock Turtlenecks/T-Shirts

a. The authorized t-shirts are:

1. *Under Armour law enforcement dark blue t-shirt*
2. *Blauer Moisture wicking dark navy Compression Shirt (8120X)*
3. *5.11 dark navy Utili-T crew t-shirt (#40016)*
4. *Elbeco navy blue UFX Performance tee (#8954)*
5. *V-neck t-shirt that is not visible while wearing the uniform shirt.*

b. The authorized mock turtlenecks are:

1. *Under Armour law enforcement dark blue,*
2. *Blauer mock turtleneck (8110X)*
3. *5.11 midnight navy long-sleeve winter mock (#40012)*
4. *Elbeco navy blue mock turtleneck (#8600)*
5. *Flying Cross LAPD navy blue (Model #52686)*

c. When wearing an approved mock turtleneck with the long-sleeve uniform shirt, it is not mandatory to wear the issued necktie to court. Supervisors may require the departmental necktie to be worn in lieu of the mock turtleneck during such occasions where the tie would present a more professional image (i.e., special meetings at the Arundel Center, meetings with dignitaries, and other special events.) When the issued necktie is worn, no portion of the undershirt will be visible beyond the top of the shirt collar.

12. Cellular Phones

Personal cellular phones may only be worn on the duty belt. They must be a color that does not detract from the professional appearance of the uniform (i.e., black, silver, or gray), or it must be carried in a black pouch. **Cellular phone usage will comply will all applicable laws, index codes, or directives.**

13. Eyewear

a. 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 will not be attached to chains, bands, or ribbons.

b. Contact Lenses

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

14. Pens

Pens worn in the uniform shirt pocket must be standard sized and be either black in color or match the predominant color of the sworn member's badge.

U. Specialty Units

Uniforms, or business attire, worn by officers in a specialty unit, such as CID, Special Operations Division, the Training Academy & Bike Patrol, will be worn in accordance with approved regulations found in unit Standard Operating Procedures.

VI. GROOMING & APPEARANCE STANDARDS

A. Uniformed Officers

1. Haircuts

a. Hair will be neatly groomed. The length or bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance. In all cases, the bulk or length of hair shall not interfere with the normal wearing of departmental headgear.

b. Uniformed male officers must wear their hair neatly trimmed and tapered to the sides of the head and to the back of the neck.

c. Uniformed female officers will style their hair in such a manner as to prevent it from extending or hanging beyond the bottom edge of the shirt collar while on duty. The style shall not interfere with the normal wearing of departmental headgear.

2. Sideburns

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

3. Facial Hair

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. Beards are permitted for officers assigned to covert operations, and for certified medical reasons. Officers assigned to uniformed patrol duties are not permitted to wear beards.

4. Wigs

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

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 will not exceed 1/8” beyond the fingertip. Only clear nail polish may be used.

7. Tee Shirts - Undergarments

Appropriate undergarments (tee shirts, bras) are to be worn. *For approved t-shirts and mock turtle necks see section V. T. 11.*

8. Jewelry

The wearing of visible jewelry will be limited to a wristwatch, a medical alert bracelet, 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 (this includes tongue piercing).

B. Plain Clothes Officers

Plainclothes officers will 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.

C. 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.

D. Exceptions

Personnel assigned to investigative duties and other specialized enforcement activities which require an inconspicuous appearance may be exempted from the provisions of this directive upon approval of the Chief of Police.

VII. PROPONENT UNIT: Chief’s Office.

VIII. CANCELLATION: This directive cancels Index Code 500, dated 03-13-09.