

35. UNIFORM & GROOMING REGULATIONS

(March 2007)

I. POLICY

Officers will wear, use, or display only uniform or equipment items authorized by regulations or approved for temporary use by their Commander/Director for specific assignments. This does not apply to authorized firearms.

II. CHECKLIST (N/A)

III. DEFINITIONS

Authorized Equipment: All Departmentally issued equipment, vehicles, or buildings. This includes all property contained within buildings or vehicles. Other equipment/property specifically assigned to an employee by the Department or other agency, including property coming into Departmental custody through grants, loans, leases, or other temporary arrangements. Personally owned equipment items intended for use while performing official duties or with issued equipment may also be authorized equipment.

Capital outlay issue: Initial and replacement equipment items are issued at Departmental expense; includes vehicles, firearms, and radios.

Gigline: The vertical line defined by the shirt closure, edge of belt buckle, and trouser fly pleat.

Issued equipment: Any Department-controlled item assigned to an employee or component for official use.

Purchase system: Replacement uniform/equipment items (following initial issue) purchased by an employee.

Quartermaster system: New and replacement uniform/equipment items issued to employees at Departmental expense.

Uniform of the Day: The traditional uniform comprised of the gray or white uniform shirt, and French blue trousers with black mohair stripe.

Utility Uniform: The navy blue basic duty uniform.

IV. FORMS

- ❑ Incident Report (PGC Form #3529)
- ❑ Inter-office Memorandum (PGC Form #836)

V. PROCEDURES

1. Wear & Display of Uniforms

Uniforms shall be worn in their entirety as intended. Uniforms shall be clean and serviceable and shall not display excessive wear. Buttons, except as noted, shall be buttoned at all times. Brass items shall be polished, with lettering blackened; snaps and buttons shall be fastened where intended.

Uniform articles shall not be worn with civilian clothing articles except for incidents when an authorized identification item is used or at the firearms range.

The provisions of this section are binding upon all officers, both on-duty and off-duty, except that District/Division Commanders may permit deviations from uniform and grooming regulations based on operational necessity, with the approval of the Chief of

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Police. Only the Chief of Police may approve permanent changes in the uniform regulations.

Employees are responsible for the care, security, and proper maintenance of all Departmental uniforms issued to them.

2. Uniform Issue, Purchase, & Disposition

Issued Items

Departmental property issued to officers from the Clothing and Supply Unit is listed on the Receipt of Police Department Property Issued form, which is maintained at the Clothing and Supply Unit.

Recruit officers receive an original uniform issue at Departmental expense. Items replaced due to change in rank, except badges, are purchased at personal expense.

Purchased Items

New uniforms and equipment may be ordered through the Clothing and Supply Unit or purchased directly from approved vendors.

Uniforms and equipment that have become unserviceable through normal wear, except capital outlay items, are replaced at the officer's expense.

Uniform Allowance

The uniform allowance is disbursed in accordance with negotiated labor agreements.

Public Service Aides & Crossing Guard Uniforms

These employees are issued uniforms and equipment in accordance with the quartermaster system.

Lost, Damaged, or Stolen Uniforms

When uniform items are lost, damaged, or stolen, the officer shall immediately submit an Incident Report to his or her supervisor.

The supervisor shall forward a copy of the Incident Report to the employee's Commander/Director. The supervisor shall also send a Department-wide e-mail message containing descriptions, identification numbers, and markings of lost or stolen uniform items, as appropriate.

Supervisor's Investigative Responsibilities

The officer's supervisor shall determine whether the loss, damage, or theft warrants a formal investigation; if so, the supervisor shall conduct the investigation. Through investigation, the supervisor shall determine whether employee negligence caused the loss, damage, or theft and whether disciplinary action is warranted.

Formal investigations shall be conducted in accordance with the directives in **VOLUME I, CHAPTER 22. INTERNAL INVESTIGATIVE PROCEDURES**, section 13. **Lost, Damaged, or Stolen Equipment.**

Replacement of Lost, Stolen, or Damaged Uniforms

The employee's supervisor shall submit an Inter-office Memorandum, with a copy of

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the Incident Report attached, through the chain of command to the Fiscal Affairs Division requesting replacement of the item. Upon approval of the memorandum, the employee may obtain the replacement item from the Clothing and Supply Unit.

Uniform items may be replaced prior to the conclusion of a supervisor's investigation.

If it is determined that the employee was negligent for the loss, damage, or theft of a uniform item, the Commander shall determine if the employee should make restitution and submit that recommendation to the Chief of Police. The Chief may order the employee to pay for the repair or depreciated replacement cost of the item, as appropriate. Restitution does not in and of itself constitute a disciplinary action.

If it is determined that the employee was not at fault for the loss, theft, or damage of the item, the replacement shall be at no cost to the employee.

When available, destroyed or damaged items shall be submitted to the dispersing division at the time of replacement.

Lost, Stolen, or Damaged Public Service Aide (PSA) Uniforms

Cases of lost, damaged, or stolen PSA uniforms are handled in the same manner as cases involving officers' uniforms.

Disposal of Unserviceable Uniform Items

Unserviceable items, which were issued under the quartermaster system, shall be returned to the Clothing and Supply Unit.

Unserviceable items, which were obtained under the purchase system, that are to be

disposed of or worn for leisure shall have all patches, insignia, and stripes removed. The items may be turned into the Clothing and Supply Unit for disposal.

3. Types of Uniforms

The uniform of the day consists of the French blue uniform trouser with black mohair stripes. NCOs shall wear the gray uniform shirt; commissioned officers shall wear the white uniform shirt.

The utility uniform consists of the dark blue uniform shirt and trousers. The baseball-style cap is optional.

Dress Uniform, Non-Commissioned Officers

This dress uniform consists of the long-sleeved gray shirt, tie with tie device, and the following:

- ❑ Blouse with the following items:
 - ❑ American flag pin
 - ❑ Authorized unit patch
 - ❑ Awards and decorations
 - ❑ Breast badge in holder
 - ❑ Collar ornament with State seal
 - ❑ Marksmanship medal
 - ❑ Nameplate
 - ❑ Rank insignia
 - ❑ Service stripes (one for each three years of service)
 - ❑ Whistle and hook
- ❑ Dress uniform shoes
- ❑ Authorized police equipment belt with brass buckle and the following:
 - ❑ Authorized firearm and holster
 - ❑ Magazine holder and magazines
 - ❑ Authorized handcuff case with handcuffs

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- ❑ Cross strap

Blouse & Accouterments

Nameplate: Worn with bottom edge against top of shirt pocket flap and centered above the flap.

Whistle and cord: Worn as shown.

Whistle hook: Worn ¼” and centered below the center point of the right pocket flap.

Marksmanship medal: Worn centered ¼” and centered below the top of the left pocket flap.

Awards: Worn above the left pocket. *See: Awards*

Collar ornament with State seal: Inside edge ½” from inside collar edge, and outside bottom edge closest to top collar point is 1¾” from this point.

The winter eight-point hat shall be readily available.

Insignia pins may be displayed on the blouse in accordance with section 7. **Uniform Accouterments, Insignia Pins**, of this chapter.

Dress Uniform, Commissioned Officers

The dress uniform consists of the long-sleeved white shirt, tie with tie device, and the following:

- ❑ Dress uniform shoes
- ❑ Blouse with the following items:
 - ❑ Rank insignia
 - ❑ Marksmanship medal
 - ❑ Breast badge in holder

- ❑ Authorized unit patch
- ❑ Collar ornament with State seal
- ❑ American flag pin
- ❑ Awards and decorations
- ❑ Nameplate

The winter eight-point hat shall be readily available.

Insignia pins may be displayed on the blouse in accordance with section 7. **Uniform Accouterments, Insignia Pins**, of this chapter.

Winter Uniform of the Day

This uniform includes:

- ❑ Authorized footwear
- ❑ Garrison belt
- ❑ Long-sleeved gray or white shirt with badge and nameplate
- ❑ Police equipment belt with accouterments (optional for commissioned officers)
- ❑ Socks
- ❑ Tie and tie device
- ❑ Trousers

The winter eight-point hat is optional.

Summer Uniform of the Day

This uniform includes:

- ❑ Authorized footwear
- ❑ Garrison belt
- ❑ Police equipment belt with accouterments (optional for commissioned officers)
- ❑ Gray or white short-sleeved shirt (top button opened) with badge and nameplate
- ❑ Socks
- ❑ Trousers
- ❑ Undershirt

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The winter eight-point hat is optional.

Officers possessing an eight-point summer hat may continue to wear it with the summer uniform of the day until it is no longer serviceable.

Utility Uniform

The utility uniform manufactured by Blauer and available through the Clothing and Supply Section is the only utility uniform that is authorized for wear; the previous utility uniform is no longer authorized. The authorized utility uniform consists of:

- ❑ Navy blue long or short-sleeved shirt with sewn in military-style creases (top button opened)
- ❑ Navy blue BDU-style trousers (not bloused)
- ❑ Police equipment belt and accouterments (optional for commissioned officers)

The baseball-style cap is optional. The eight-point hat and tie are prohibited for wear with the utility uniform.

Rank insignias shall be affixed to the utility uniform in the same manner as the uniform of the day.

The utility uniform is authorized for wear on all shifts, but is not authorized for court appearances. Uniformed officers must wear the uniform of the day to court. Each officer is responsible for having a uniform of the day available should he or she have to appear in court.

Officers assigned to SOD may wear the utility uniform to court only if on-duty.

Bike Patrol Uniform

The only authorized bike patrol uniform is the one outlined in the Bike Patrol SOP. Officers are only authorized to wear the uniform with supervisor's approval. ***See: VOLUME II, CHAPTER 19. DEPARTMENTAL PROGRAMS.***

Public Service Aid Uniform

PSAs shall wear the summer or winter uniform of the day or utility uniform, if authorized, without the police equipment belt. The PSA badge is worn in lieu of the police breast badge. The following are authorized for wear on the garrison belt:

- ❑ Departmental pager or cellular telephone
- ❑ Key ring
- ❑ Portable radio clip

Coverall Uniform

A supervisor may authorize wearing of the coverall uniform to perform temporary duties in soiled environments or as otherwise directed. Rank insignia is not worn with this uniform.

Uniforms & Extra Duty Employment

The summer or winter uniforms of the day (to include the turtleneck/mock turtleneck), or dress uniform are authorized for wear for extra duty employment. The utility uniform may also be worn for extra duty employment.

4. Uniform Wear Criteria

The dress uniform is authorized anytime a uniform may be worn. A winter uniform of the day or winter utility uniform may be worn year-round by commissioned officers.

Winter Uniform Mandatory

The winter uniform of the day or winter utility uniform shall be worn from October 15 through March 14.

Winter Uniform Optional

From March 15 through April 14, if the high temperature predicted by the Verizon Telephone Weather Service (phone: 301-936-1212) for the scheduled watch is 70° Fahrenheit or higher, officers may wear the summer uniform of the day, summer utility uniform, or winter uniform of the day. When the predicted temperature for the scheduled watch is 69° Fahrenheit or below, an authorized winter uniform shall be worn.

Summer Uniform Mandatory

Except for commissioned officers, the summer uniform of the day or summer utility uniform shall be worn from April 15 through September 14.

Summer Uniform Optional

From September 15 through October 14, if the Verizon Telephone Weather Service predicts the low temperature for the scheduled watch to be 69° Fahrenheit or below, officers may wear the winter uniform of the day, winter utility uniform, or summer uniform of the day.

When the temperature for the scheduled watch is predicted to be 70° Fahrenheit or higher, an authorized summer uniform shall be worn.

5. Equipment Belt Optional In Certain Facilities

Within police or County facilities, the summer or winter uniform of the day or utility uniform may be worn without the police equipment belt. Within any area open to the public, an authorized firearm and holster shall be worn.

6. Badges

Authorized badges are those approved by the Chief of Police for issue or purchase.

Officers are issued one breast badge, one flat badge, and one hat badge. Officers may purchase one additional hat and breast badge. Officers in investigative components may purchase one flat investigative badge from the Fiscal Affairs Division.

Except for uniforms that display an embroidered Prince George's County Police Department badge on the left chest, curved badges shall be worn on the left side of the uniform shirt and outer garments. Flat-badge use is limited to non-uniform identification purposes.

Change of Rank & Separation Procedures

Upon change of rank, officers shall submit their issued breast and flat badge to the Clothing & Supply Unit and shall receive a replacement for each. Officers who have purchased additional breast badges may keep those badges and purchase an additional badge for the rank to which they are being promoted. Officers may keep one badge of each achieved rank.

Upon separation from employment, officers shall turn in all issued badges to the Clothing and Supply Unit. Officers will be

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reimbursed for purchased badges if they choose to turn them in. Officers that have not retained a badge for each achieved rank may submit a memorandum to the Chief of Police requesting permission to purchase them.

Officers may retain any badges purchased for specific occasions, such as Inaugural badges. Badges shall not be sold, transferred, or presented to anyone without the approval of the Chief of Police.

7. Uniform Accouterments

Marksmanship Medals

The marksmanship medal worn shall represent the current qualification rating of the wearer.

Nameplate

The authorized nameplate is gold colored and rectangular, with rounded edges, beveled ends, 1 cm tall by 5½ cm wide, and bears the officer's last name centered on the plate in black, capitalized Roman letters.

Other styles of nameplates previously obtained from the Clothing and Supply Unit may be worn until they are unserviceable.

A nameplate shall be displayed on all outer garments except the raincoat.

Awards

Ribbons shall be displayed on the blouse, positioned immediately above the left pocket. Valor medals may be worn in place of the award ribbon on the dress uniform.

Ribbons may be displayed on gray or white uniform shirts, positioned immediately above the left pocket, below the badge. The

badge may be adjusted upward to provide a ¼" clearance above the top row of ribbons.

Multiple ribbons should be affixed with a multiple-ribbon holder. Only one ribbon of each type may be displayed. Subsequent awards of the same type are denoted by a star placed upon the original ribbon for each additional award. When a fifth award of any ribbon type is earned, the stars are replaced with an oak leaf cluster.

A sixth award is denoted by the addition of one star to the oak leaf cluster and subsequent awards shall continue in similar fashion until two oak leaf clusters and no stars denote a tenth award.

A maximum of three ribbons shall be displayed on one row. If additional rows are required, only the top row shall have less than three.

The white half of valor medals shall be positioned to the inside toward the gigline.

Order of Precedence

Ribbons shall be arranged in order of precedence from highest to lowest, starting nearest the centerline and working outward. When multiple rows are needed, higher awards shall be displayed in the upper rows. The order of precedence is:

1. Gold medal of valor
2. Silver medal of valor
3. Bronze medal of valor
4. Injury Citation
5. Police Officer of the Year
6. Chief's Special Achievement Award
7. Chief's Award
8. Award of Merit
9. Unit Citation
10. University of Maryland Citation
11. Good Conduct Award

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12. Non-Departmental Award
13. Departmental Service Award
14. Military Service Award

Insignia Pins

Officers may wear a maximum of two insignia pins on any uniform outer garment or uniform shirt, except rain gear. When two insignia pins are worn, they shall be side by side, ¼” above the nameplate.

The following are authorized insignia pins:

- Accreditation pin
- Conflict Management team
- FOP pin
- FTO pin (authorized for currently qualified FTOs only)

Component Pins

Officers are entitled to wear the authorized pins when assigned to the following components:

- Aviation Unit
- Canine Unit
- CARU
- EST
- Motor Unit
- Recruitment
- Tactical Unit
- Violent Crime Unit

SOD Patch

This patch is worn on the right sleeve of all uniform shirts and all outer garments of officers assigned permanently to SOD. The patch shall be worn centered on the sleeve, with top edge 1” below the right shoulder epaulet.

National Rifle Association Medal

Recipients may wear the NRA Distinguished Combat Shooter’s Award. The award will only be worn on the dress uniform, in place of the issued marksmanship medal.

Tie & Tie Devices

The black clip-on tie is the authorized uniform tie. The collar of the shirt shall be buttoned with the knot fastened over top. Wearing the tie is mandatory with the winter uniform of the day and dress uniform.

Tie devices shall be worn centered on the tie at a point centered on the horizontal line formed by an extension of the tips of the shirt pocket flaps. The authorized tie devices are:

- Issued County seal tie tack
- Tie bar, if originally issued

8. Non-Issued Uniform Accessories

Socks

Officers shall wear black or dark blue, non-transparent socks.

Scarves

Authorized scarves are black or navy blue, plain design and even-ended. They will be worn inside the collar of the outer garment. They are authorized for wear only with the Gortex jacket.

Gloves

The only authorized gloves for uniformed officers are plain black or dark blue-colored

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gloves, the material of which covers the entire hand to the wrist. They may be worn during cold or inclement weather, or for officer safety while conducting pat-downs.

Gloves shall not contain lead, sand, or other weighted material.

Undershirts

Undershirts may be worn with any uniform. The authorized colors for undershirts are navy blue or white, with no lettering or designs visible. Officers may wear a navy blue undershirt with a blue vest carrier, or a white undershirt with either a blue or white vest carrier.

Turtlenecks

The only turtlenecks authorized for wear are those available for purchase at the Clothing and Supply Unit. The turtlenecks shall be embroidered with "PGPD" on the neck. Officers shall not wear the turtleneck to court.

Personnel may wear turtlenecks with the winter uniform of the day or the utility uniform during the winter uniform season.

Officers the rank on lieutenant and above shall not wear the turtleneck when wearing the winter uniform of the day.

9. Footwear

The following criteria apply to all articles described in this section:

- ❑ Visible materials and accouterments are black
- ❑ Labels or lettering shall not be visible

Shoes and boots shall be kept clean and shined. Athletic shoes are prohibited for wear with any uniform.

Shoes

Shoes shall be oxford style (low quarter) or chukka style (ankle high) with lace or zipper closure. Pull-on dress boots are authorized; they must be of a plain design. The body of the shoe may be leather or synthetic but must be of one material and capable of retaining a high shine. Soles may be leather, rubber, or plastic material.

Boots

The body of the boot may be of leather, synthetic material, or a combination of both. The boot must be capable of retaining a shine from the front to at least the laces. Soles may be leather, rubber, or plastic material.

Boots are authorized for wear with any uniform except the dress uniform. When wearing boots, the pants shall not be bloused.

Rain Boots

Only the issued boots are authorized. They may only be worn during periods of precipitation, standing water or snow.

10. Outer Garments

The following are authorized outer garments:

- ❑ Ballistic Vest Outer-Garment Carrier
- ❑ Blouse
- ❑ Command Topcoat (Lieutenant and above)
- ❑ Gortex jacket
- ❑ Intermediate bomber-style jacket

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- ❑ Pullover sweater
- ❑ Raincoat

Gortex jackets may be worn over any uniform except the dress uniform. When worn with the zipper closed, all snaps except the topmost shall also be closed.

The only authorized bomber-style jacket is the one that is available through the Clothing and Supply Unit; all other bomber-style jackets are prohibited. The front of this jacket shall have the following embroidered on it:

- ❑ A PGPD badge
- ❑ The officer's name

Rain Gear

Officers may wear the issued raincoat or an identical substitute during periods of precipitation. The eight-point hat with rain cover is the authorized headgear for wear with the raincoat.

11. Sweaters

The ribbed, navy pullover sweater may be worn anytime over the winter uniform of the day or utility winter uniform. The sweater may be worn tucked in or left outside the belt.

Pullover (Non-Commissioned Officers)

The NCO sweater has a crew neck design. The collar of the uniform shirt shall be worn inside the sweater. The tie is optional when wearing the sweater. When a tie is not worn, the top button of the uniform shirt shall be unbuttoned.

Pullover (Commissioned Officers)

The commissioned officer's sweater has a "V" neck design. When wearing the white uniform shirt, the tie is mandatory. When wearing the utility uniform, commissioned officers may wear either the crew neck or the "V" neck sweater.

12. Hats

Headgear shall be worn straight and level on the head and is not usually worn indoors.

Uniform Hat

Except as noted in this section, the eight-point winter hat is the only authorized headgear for the summer or winter uniforms of the day or dress uniform. Officers wearing these uniforms shall keep a uniform hat readily available. The uniform hat is required when specifically directed by a supervisor or as required elsewhere in written directives. The uniform hat is optional at other times.

Baseball Cap

Officers wearing the utility uniform may wear navy blue baseball caps displaying the County police seal. Caps of officers below the rank of Captain shall have a plain bill.

Fur Cap

The navy blue fur cap is authorized for wear only during inclement or freezing weather. The hat badge shall be affixed to the front holder. The fur cap is not worn with the dress uniform.

Knit Ski Caps

The navy blue knit ski caps, both lined and unlined, that are available through the Clothing and Supply Unit are the only knit ski caps that are authorized for wear. The caps shall be embroidered with “PGPD” on the brim.

13. Rank Insignia, Commissioned Officers

Commissioned officers wear metal rank insignia on the jacket, blouse and pullover sweater, 1” from the outer edge of the epaulets. Small metal rank insignia are worn on the white or utility shirt collars as described below. Gold piping shall be displayed on the blouse sleeves.

Chief of Police

- ❑ Shirt insignia – Silver star, straight and centered on collar, with bottom interior point ¾” from inside collar edge
- ❑ Blouse sleeve – Five ½” gold stripes, 3/8” apart, beginning 3” from the bottom of the blouse sleeve

Assistant Chief of Police

- ❑ Shirt insignia – Silver eagle, centered on the collar with wings parallel to top collar edge, wing tips ¾” from inside collar edge
- ❑ Blouse sleeve – Four ½” gold stripes, 3/8” apart, beginning 3” from the bottom of the blouse sleeve

Lieutenant Colonel

- ❑ Shirt insignia – Silver oak leaf, centered on collar with stem toward collar point, ¾” from inside collar edge

- ❑ Blouse Sleeve – Three ½” gold stripes, 3/8” apart, beginning 3” from the bottom of the blouse sleeve

Major

- ❑ Shirt insignia – Gold oak leaf, positioned same as lieutenant colonel
- ❑ Blouse sleeve – One ½” gold stripe, 3” from the bottom of the blouse sleeve, followed by a ¼” gold stripe 3/8” above it, followed by a ½” gold stripe 3/8” above the second stripe

Captain

- ❑ Shirt insignia – Two gold bars, centered parallel to, and 1” from, inside collar edge
- ❑ Blouse sleeve – Two ½” gold stripes, 3/8” apart, beginning 3” from bottom of blouse sleeve

Lieutenant

- ❑ Shirt insignia – One gold bar, positioned same as captain
- ❑ Blouse sleeve – One ½” gold stripe, 3” from bottom of blouse sleeve

14. Rank Insignia, Non-Commissioned Officers

Officers of the ranks of Police Officer First Class through Sergeant shall wear chevrons. Large wool chevrons (with navy blue borders) are worn only on the blouse. Large chevrons (bright blue with silver borders) are worn on long-sleeved shirts. Small chevrons (bright blue with silver borders) are worn on short-sleeved shirts.

Sergeant uniforms have sleeve chevrons of three strips, centered 6” below the shoulder seam.

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Corporal uniforms have sleeve chevrons of two stripes, centered 6" below the shoulder seam.

Police Officer First Class uniforms have sleeve chevrons of one stripe, centered 6" below the shoulder seam.

Police Officer (Private) uniforms have no rank insignia.

Outer Garments

NCOs shall use brass or brass-colored rank insignia pinned to the ends of the epaulets of the Gortex jacket, intermediate jacket, or pullover sweater.

Officers who currently have stripes sewn on outer garments may wear them until they are no longer serviceable. Chevrons and metallic rank insignia shall not be worn on the same garment simultaneously.

Service Stripes

One service stripe for each three years of completed service shall be worn on the left sleeve of the NCO dress blouse, ½" above the blue stripe.

15. Jewelry

Employees are prohibited from wearing body-piercing jewelry that would be visible to the public when on duty. This includes any jewelry that is worn as the result of piercing of the tongue, nose, eyebrow, face, or any other portion of the head or facial area.

Off-duty employees are prohibited from wearing any body-piercing jewelry that would be visible to the public when operating a Departmental vehicle.

Earrings

Male employees are prohibited from wearing earrings whenever in uniform or operating a Departmental vehicle.

Female employees may wear one earring per ear, centered on the earlobe, whenever in uniform or operating a Departmental vehicle. Earrings shall be a symmetrically matched set, shall not extend beyond the earlobe, and shall be of a conservative design.

Rings

Any ring worn by any employee shall be of the type that fits on only one finger.

In uniform, one ring per hand is authorized. For females, a wedding ring/engagement ring combination counts as one ring.

Necklaces & Bracelets

Necklaces or bracelets worn by uniformed employees shall not be visible, except medic-alert necklaces or bracelets.

16. Glasses

The following are prohibited when wearing eyeglasses or sunglasses in uniform:

- ❑ Straps, except plain black straps that secure the glasses to the face and have no slack
- ❑ Eccentric or faddish styles or frames

17. Grooming Regulations

The provisions of this section apply to:

- ❑ All uniformed employees, except as noted

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- ❑ Any employee operating a Departmental vehicle

Off-duty employees in civilian attire may deviate from provisions of this section to drive a Departmental vehicle for a short trip, provided they maintain a neat appearance.

Hair

Officers shall conform to the following:

- ❑ Hair shall be clean and neatly groomed
- ❑ Hairstyle shall not interfere with proper wear of Departmental headgear
- ❑ Hair coloring must appear natural
- ❑ Bizarre or extreme hairstyles, such as Mohawk cuts, cornrows, and dreadlocks, are prohibited
- ❑ Ornamental hair accessories are prohibited

Hairstyles for males shall present a tapered appearance; hair shall not fall over the ears, eyebrows, or top edge of the shirt collar.

Hairstyles for females shall be arranged in a manner that prevents any hair from extending below the top edge of the shirt collar. When an officer makes a reasonable attempt to comply with this subsection but some hair still touches or extends slightly beyond the top edge of the collar, she may be in compliance. Her Commander/Director shall make the final determination of compliance.

Sideburns

Sideburns shall be neatly trimmed. They shall not extend below the bottom of the earlobe; they shall be of even width (not flared) and end with a clean-shaven horizontal line.

Beards

Beards are prohibited except as noted. An employee being treated for a facial skin disorder exacerbated by shaving may request permission to wear a beard. The employee shall submit a medical recommendation to his Commander/Director. Based on the medical recommendation, the Commander/Director may grant permission to forego shaving.

The employee shall submit a medical certification every four (4) months verifying the continued existence of the skin disorder.

When a beard is authorized, a full profile beard shall be worn, with a maximum hair length of ¼”.

Mustaches

A neatly trimmed mustache is permissible. Mustache hair shall not extend more than ¼” below or beyond the line of the wearer’s upper lip. The length of mustache hair shall not exceed ½”.

Wigs

Wigs or hairpieces shall conform to hair regulations.

Fingernails

Designs, such as “sculptured nails,” are prohibited. No objects shall be affixed to the fingernails.

Officers’ fingernails shall not extend more than ¼” beyond the fingertips. They shall be kept clean.

All uniformed officers (male and female) may wear clear fingernail polish. Non-

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uniformed female officers may wear colored nail polish in neutral tones.

Cosmetics

Cosmetics shall be applied in good taste so colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are prohibited.

18. Uniform Committee

The Chief of Police appoints the Uniform Committee Chair. The committee is, at minimum, comprised of:

- ❑ Patrol Services Bureau NCO, the rank of Corporal or below
- ❑ Commissioned officer
- ❑ FOP 89 representative
- ❑ PCEA representative

Any employee may submit suggestions regarding uniform regulations to the chair through any committee member. Committee recommendations are transmitted to the Chief of Police.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

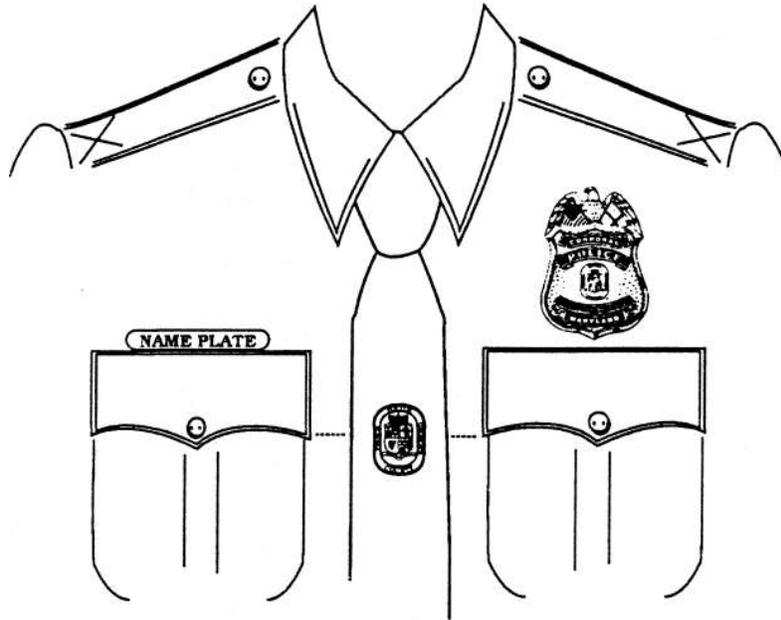
- ❑ Commission on Accreditation for Law Enforcement Agencies, Standards 17.5.1, 17.5.2, 17.5.3, 22.2.8, 26.1.1, 41.3.4

Reference:

- ❑ Negotiated Labor Agreements

- ❑ Bike Patrol Standard Operating Procedure

Basic Uniform Shirt & Accouterments



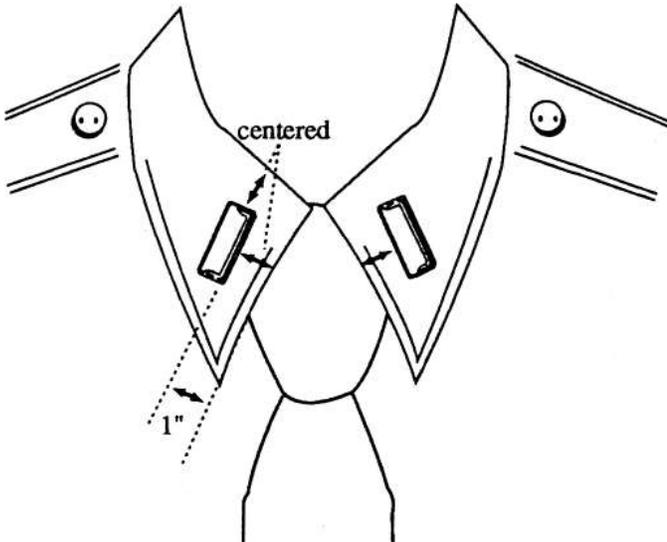
NAME PLATE: Worn with bottom edge against top of shirt pocket flap, and centered above the flap.

TIE DEVICE: Worn centered on the tie at a point centered on the horizontal line formed by an extension of the tips of the shirt pocket flaps.

Rank Devices Commissioned Officer Shirts

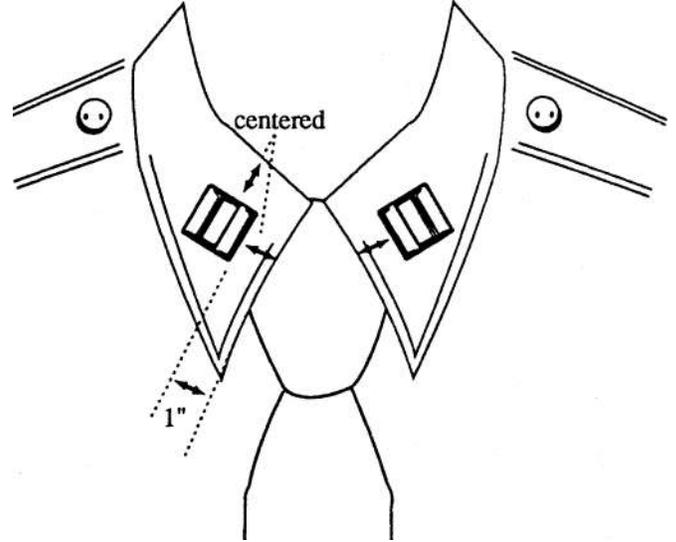
Lieutenant

Device centered parallel to collar edge



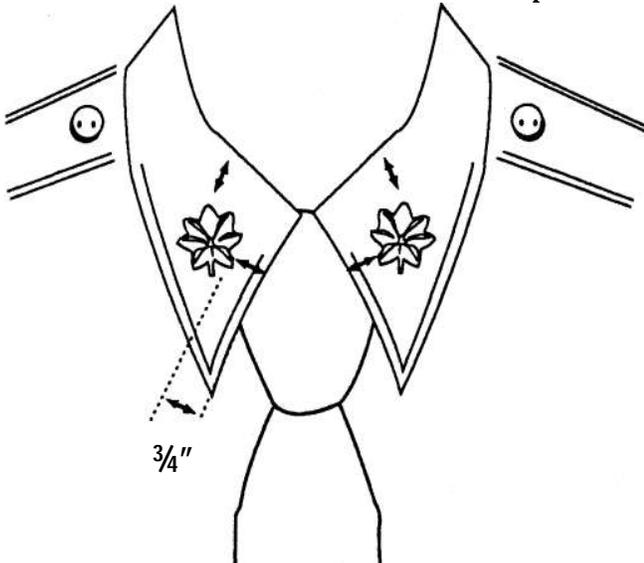
Captain

Device centered parallel to collar edge



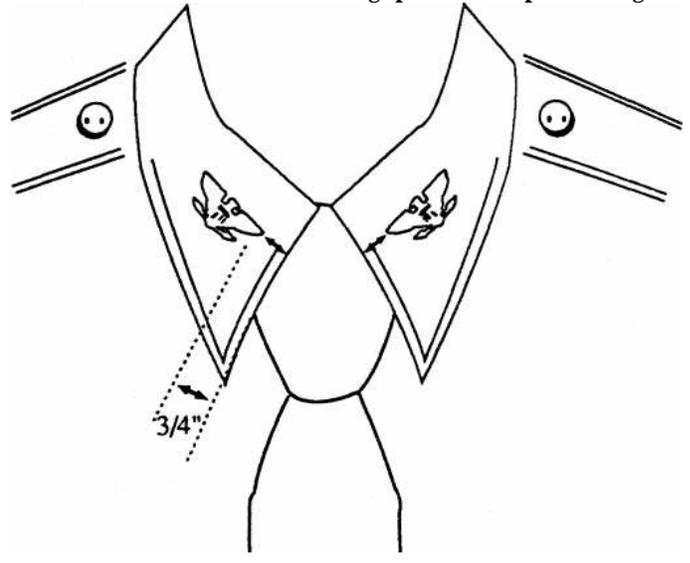
Major & Lt. Colonel

Device centered on collar with stem toward collar point



Assistant Chief of Police

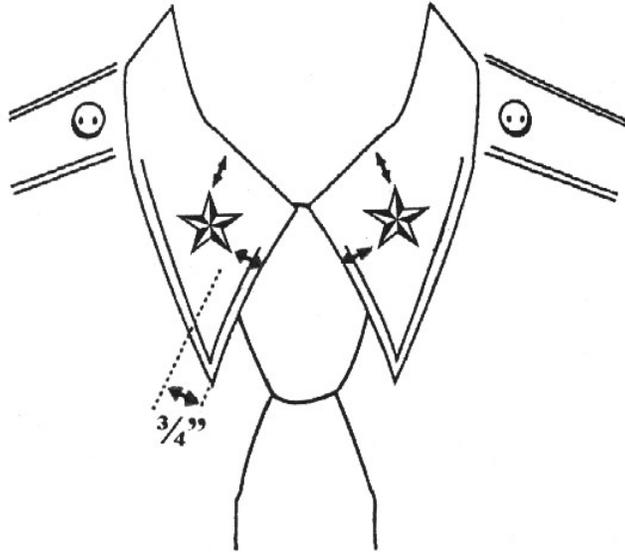
Device centered on collar with wings parallel to top collar edge



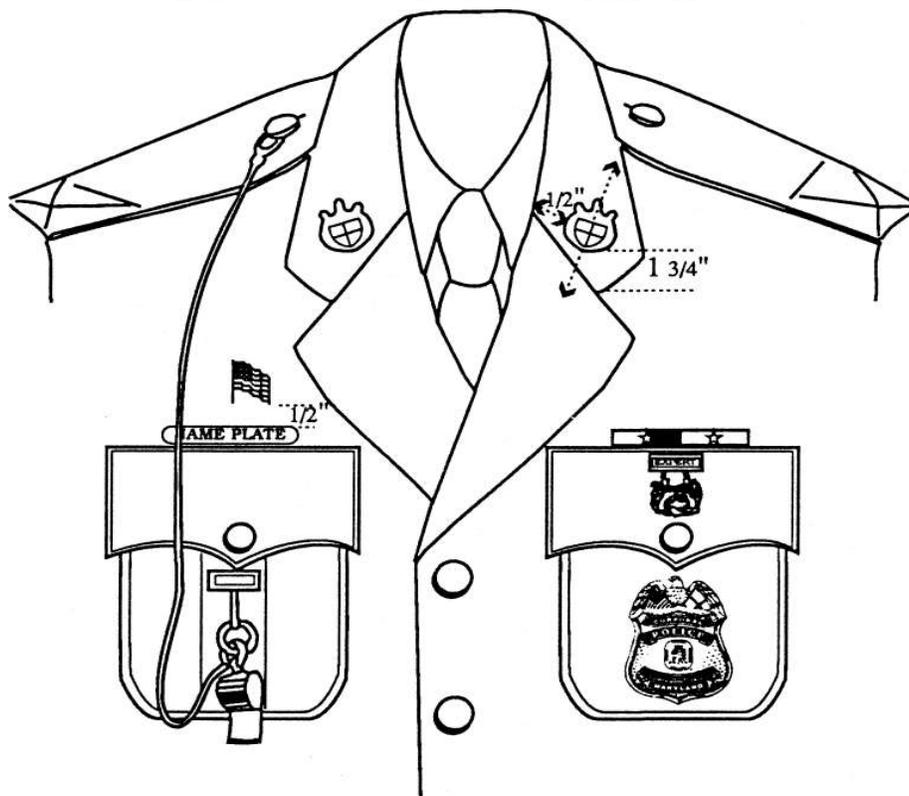
Rank Devices Commissioned Officer Shirts (cont'd)

Chief of Police

Device straight and centered on collar



Blouse & Accouterments



NAME PLATE: Worn with bottom edge against top of shirt pocket flap, and centered above the flap.

WHISTLE AND CORD: Worn as shown.

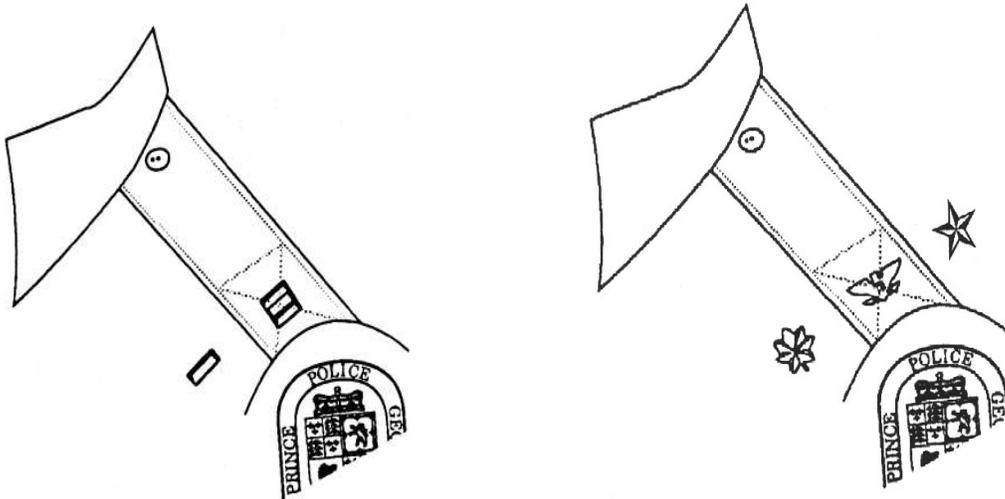
WHISTLE HOOK: Worn 1/4" and centered below the center point of the right pocket flap

MARKSMANSHIP MEDAL: Worn centered 1/4" and centered below the top of the left pocket flap

AWARDS: Worn above the left pocket *See: VOLUME I, CHAPTER 9. DEPARTMENTAL AWARDS.*

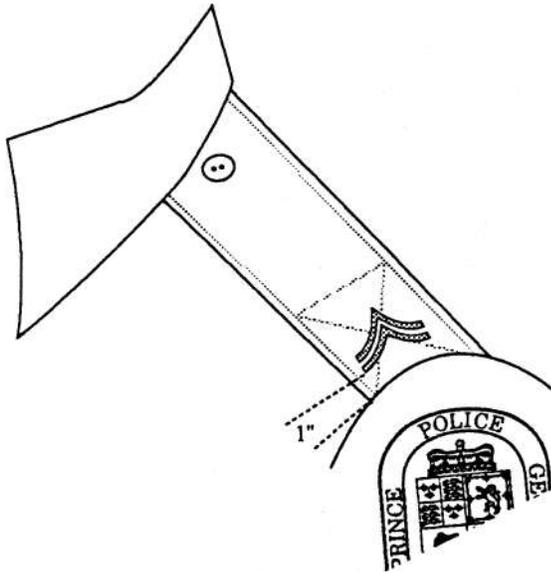
COLLAR ORNAMENT WITH STATE SEAL: Aligned as shown: Inside edge 1/2" from inside collar edge, and outside bottom edge closest to top collar point is 1 3/4" from the point

Commissioned Officers Gortex Jacket, Sweater, & Blouse



Rank devices for commissioned officers shall be worn centered on the epaulet, with the edge of the device one inch from the end of the epaulet.

Non-Commissioned Officers Gortex Jacket & Sweater



Rank devices shall be worn on the epaulets of the Gortex jacket and pullover sweater. The devices shall be worn centered on the epaulet, with the edge of the device one inch from the end of the epaulet.

Rank devices are those approved for wear by the following U.S. Army ranks:



Single Stripe U.S. Army Rank-Pay grade: Private E/2
Police Rank: Police Officer First Class



Double Stripe U.S. Army Rank-Pay grade: Corporal E/4
Police Rank: Corporal



Triple Stripe U.S. Army Rank-Pay grade: Sergeant E/5
Police Rank: Sergeant