

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

POLICY: 4.3 UNIFORMS, APPEARANCE AND EQUIPMENT

REVISED DATE: 11.05.13

POLICY

Proper uniforms and equipment are necessary to perform our law enforcement duties and present a professional image to the community we serve. It is imperative that we present a professional presence in our community. All employees must strive to present a clean, well groomed image when wearing the departmental uniform or representing the department in any manner.

I. PURPOSE

To provide officers with a list of uniform and equipment items that are provided or required and provide a departmental dress code for all employees.

II. UNIFORMS AND EQUIPMENT

- A. New employees shall be issued uniforms and equipment needed to perform their job function. Employees may purchase and carry additional items that are approved and authorized in writing by the Director of Public Safety. Employees will not wear, carry, or use any personally owned equipment without the written approval of the Director of Public Safety, a copy of which will be maintained in the employee's personnel file.
- B. Each employee must sign an inventory sheet listing all uniforms and equipment issued to the employee. The inventory sheet will be maintained in the employee's personnel file.
- C. Employees are responsible for the uniforms and equipment issued. The employee's supervisor shall ensure all departmental uniforms and equipment are returned to the department upon resignation, termination or retirement.
- D. When an employee terminates employment, all issued equipment shall be returned prior to the day the termination is effective. Failure to return all items of city property may result in taking legal action.

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

- E. Employees shall be provided as a part of their issued equipment a password and user name to access a copy of the rules and regulations and general orders manual, and shall check for revisions and updates on a regular basis.
- F. With the approval of the Director of Public Safety, employees are allowed to purchase a flat wallet badge, after completing their probationary period.

III. UNIFORMS AND EQUIPMENT PROVIDED BY THE CITY

- A. Uniforms and equipment provided to Police Officers by the City of Oak Point shall include:
 - 1. Three (3) pair of trousers
 - 2. Three (3) short-sleeved shirts
 - 3. One (1) long-sleeved shirts
 - 4. One (1) "POLICE" ball cap
 - 5. One (1) shirt badge
 - 6. One (1) name plate
 - 7. One (1) winter jacket
 - 8. One (1) set of leather gear which includes belt, holster, handcuff case, magazine case
 - 9. One (1) protective vest (body armor)
 - 10. One (1) set handcuffs
 - 11. One (1) Duty Handgun and 2 Magazines
 - 12. Rank insignia as needed
- B. Uniforms and equipment that are excessively worn or damaged are replaced by the department. Employees requiring replacement should bring the item to have the item inspected by the sergeant and written approval for replacement obtained.
- C. With the written approval of the Director of Public Safety officers are allowed to purchase additional uniforms and equipment, as needed or desired. Individually purchased items may be purchased from any vendor, but must comply with current uniform or equipment standards.
- D. Replacement of personally owned uniforms, equipment, or jewelry (including watches) that is lost or damaged in the performance of duty shall

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

be limited to a maximum of \$150.00 and is limited to those cases where the employee was not negligent in the loss or damage. Officers requesting reimbursement shall forward a memorandum to the Director of Public Safety through their chain of command citing the item lost or damaged, the circumstances involved, and proof of value of the item or replacement cost.

- E. Uniform items and equipment meeting departmental specifications and provided by individual officers shall include:
 - 1. Black Undershirts
 - 2. Black or Navy Blue Socks
 - 3. Footwear, Black leather (must hold a high polish)
- F. Uniforms and tie or turtleneck (Dickie) for men or women shall be worn for all court appearances.

IV. PROTECTIVE VESTS

- A. Body armor is purchased by the department for all sworn officers. Body armor will be replaced every 4 years and in accordance with guidelines and protocols established by the National Institute of Justice.
- B. Uniformed Officers, when working in field assignments, will wear department-issued protective vests when on-duty or when off-duty and working law enforcement activities. Officers not working field assignments will maintain their vests where they are readily accessible in the event they are needed. Any officer participating in any search warrant execution or other high risk activity will wear protective vests.
- C. Exterior carriers may be provided to patrol officers. These must be maintained as any exterior uniform piece and must be worn just as any other piece of uniform. Use of these carriers does not exempt an officer from wearing a name tag, collar brass or departmental badges. Collars must be worn outside the carriers.
- D. This policy is not optional and the Director of Public Safety may not grant exceptions to this requirement. Patrol Officers not wearing their ballistic vests shall be disciplined.

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

- E. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.

V. REFLECTIVE VESTS

Agency personnel shall wear the high-visibility reflective vest as soon as practical when either directing traffic or working at the scene of an accident.

VI. DEPARTMENTAL APPEARANCE REQUIREMENTS

A. Uniform Employees

1. When wearing the uniform, employees will be in full uniform, including all items that are integral parts of the uniform. All uniform and accessories must be maintained in a clean and well pressed condition. The hat is optional except at formal occasions. No part of the uniform is worn with civilian clothing or vice-versa.
2. Undershirts worn with an open collar short sleeve shirt shall be black in color. Shirrtails will be worn tucked in at all times. Employees may wear a black turtleneck or mock turtleneck with long sleeve shirts during cold weather.
3. Name Plates - Each employee, performing patrol functions, will wear a departmental issued nameplate, centered ½ inch above the right shirt pocket seam. The nameplate will have the officer's last name and a first initial or first name will be required and their ID Number.
4. Department Shirt Badges - All sworn personnel, when in the Standard Duty Uniform, will wear their department badge, prominently displayed above the left shirt pocket.

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

5. Footwear - Footwear will be provided by the officer and will be solid black and capable of being and maintained to a high shine. Officers must wear solid navy blue or black socks if the socks are visible.
6. Officers are only authorized to wear baseball style caps during inclement weather or in conjunction with a utility uniform during specialized assignments or outdoor training. Winter headgear may consist of black knit cap with no visible logos or emblems.

B. Award Ribbons or Medals

Commendation ribbons and medals approved for wear by the department will be worn, centered, above the nameplate on the uniform shirt, no more than three across and three up, and will be worn in order of importance. The wearing of commendation ribbons and medals is optional for those officers who are recipients of such awards while wearing the standard duty uniform and while assigned to standard duty assignments. The wearing of commendation ribbons and medals is mandatory for those officers who are recipients of such awards in all formal settings.

C. Plain Clothes Assignments (Sworn and Non-Sworn Employees)

1. With the exception of officers working in a covert capacity, clothing worn by employees in any departmental non-uniform assignment will be of a type approved by the director and issued by the department:
2. Slacks, dress shirts (long or short sleeved), ties (excluding Bow ties), socks, shoes and appropriate head wear. Head wear must be appropriate to business dress attire and prior approved by Director or his designee. Business or sports coats are optional unless required for court or a specific event or task.
3. Socks should coordinate with the pants. White socks are prohibited unless worn with boots where the socks are hidden.

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

4. Footwear should be clean and polished, with heels and toes in good repair. Normal business shoes include slip-ons (loafers) or lace-ups are acceptable. Boots are acceptable, provided they are in good taste and are fashionable.
5. Female business attire will include the previously mentioned clothing and non-revealing blouses, and appropriate footwear. Sandals or Flip-flops are inappropriate.
6. If a sidearm is worn on the waist, the officers' department badge must be prominently displayed. All personnel will carry handcuffs and a radio while on-duty.
7. Plain clothes officers may wear a vest or jacket that readily identifies the wearer as a police officer during call-outs, specific assignments, or extra-duty assignments when appropriate.
8. Plain clothes sworn personnel are required to maintain at least one complete standard uniform at all times in case they are called upon for uniformed duties.

D. Special Assignments

Employees placed in special assignments including covert or undercover assignments, special events, or other special operations will wear clothing approved by the Director of Public Safety or supervisor of the operation.

E. Court Attire

Officers attending court will be in uniform or civilian clothes to include a shirt, tie and jacket for male employees and appropriate business attire for female employees.

F. Physical Appearance

1. Employees shall maintain their physical appearance in accordance with good taste and professionalism. Hair shall not be dyed, colored, or styled in a manner which would draw undue attention

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

to the employee. Female employees' makeup shall be tastefully applied. Male employees shall not appear for work needing a shave or haircut.

2. Hair length

- a. Male employees shall wear their hair so as to present a groomed appearance. Hair will not extend past the collar at the back of the neck. Hair on the sides will not extend below the top of the ear and must be mildly tapered. Hair in the front will not extend below the middle of the forehead. Sideburns may extend no lower than the lowest tip of the employee's ear lobe. They shall be of a naturally even width and shall end with a clean shaven horizontal line.
- b. Female employees shall wear their hair so as to present a groomed appearance. They shall not be restricted as to the length of their hair. However, if the hair extends below the bottom of the collar it shall be secured in a bun or ponytail. It shall not be allowed to hang into the employee's face, either in front or on the sides.

3. Mustaches and Beards

Mustaches will not extend beyond the corner of the mouth on a horizontal line, nor below the corner of the mouth on a vertical line, nor below the top line of the upper lip. They shall be neatly trimmed at all times. Goatees and beards will not be permitted except by order of the Director of Public Safety.

4. Jewelry

- a. Female employees may wear earrings, provided they are small and tasteful in appearance. Male employees are not permitted to wear any type of earring.

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

- b. Employees in uniform are prohibited from wearing chains and necklaces in a manner in which they are exposed as they could be lost or cause an injury during the performance of police activities.
- c. Female employees assigned to civilian attire may deviate from these regulations with the approval of their supervisor.
- d. To present a uniform and objectively neutral appearance to the public, non-departmental jewelry or pins shall not be worn on the uniform at any time or in plain clothes while on duty unless specifically authorized by the Director of Public Safety.

5. Personal Hygiene

Employees shall practice good personal hygiene at all times, including use of soap, water, and deodorant. Employees shall not report for work emitting an offensive body odor. A moderate amount of perfume or aftershave may be used.

6. Tattoos, Body Art and Piercing

- a. While representing the Department in an official capacity, no Department personnel shall exhibit any visible tattoos, body art or branding. The only acceptable methods for covering tattoos, body art or branding are with the official uniform, plainclothes, or item specifically designed for such a purpose with the approval of the Director. This regulation does not apply to undercover officers when acting in that capacity. However, no agency personnel will have tattoos, body art or branding that cannot be covered by the official uniform or plainclothes apparel.
- b. With the exception of pierced ears, body piercing(s) are not authorized for wear by any agency personnel while representing the Department. Body piercing(s) must be

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

covered by the official uniform or plainclothes apparel
when agency personnel are representing the Department.

Approved: *M. Shackleford*
M. Shackleford

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