

2.04
CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued:	July 8, 1998	Revision Date:	April 1, 2009
Subject:	Uniform And Appearance	Reference:	CACP STD 110.1-2
To:	All Officers		

I. POLICY:

It is the policy of the Craig Police Department that its uniformed members are consistent in appearance and readily identifiable. The enduring image the public retains of the Craig Police Department is its impression of the uniformed officers they encounter in public. A uniformed officer who is well groomed and neat appearing can project a positive and professional image that reflects on both the officer and the department.

This policy applies to all employees, with the obvious exception of uniform considerations to non-uniformed personnel. Authorized uniforms of this agency will consist of and be worn according to this policy and procedures.

II. PROCEDURE:

General Guidelines:

A. Personal Grooming and Hygiene:

All members will be neat appearing, well groomed, and clean in their person and manner of dress.

B. Appearance in Uniform:

Uniforms for all personnel will be worn as prescribed by this policy and procedure in accordance with the agency's uniform specifications. The uniforms will be kept neat, clean and well pressed at all times.

C. Hair Styles, Body Ornaments, Tattoos and Decals:

We are highly visible representatives of government and the policing community. Therefore, professional appearance is extremely important. We must recognize that there are generally accepted norms of acceptable appearance within our community, and that they differ for men and women in some respects. Except as exempted by the Chief of Police when appropriate for policing purposes, sworn and uniformed members shall conform to the following standards relating to hair styles, body ornaments, tattoos and decals:

1. Hair must be clean, neat and combed and the length, bulk or appearance of the hair will not be excessive, ragged or unkempt. Hair color shall be natural or of a

conservative color, and have no unnatural tones of color (i.e. blue, purple, green, etc.) Hairstyles must be worn in a conservative, and professional appearance at all times. No member shall wear his/her hair in a style that would create a safety hazard or would be repugnant to the general public. Hair will not be worn in a style or manner that extends below the eyebrows and must be worn so as not to affect peripheral vision.

Male officers may not wear their hair in a “ponytail”, “pigtails”, a “rat-tail”, braids, etc., nor appear with hair long enough to wear in such styles.

Female officers: If the officer prefers short hair, the bulk of the hair must not be larger than 3 inches. If medium or long hair is preferred, the hair shall be worn in a neat manner and shall not extend past the bottom of the shoulder blades and secured by at least by one point. Hair will not be worn in pigtails. Conservative hair clasps matching an individual’s hair color may be worn. Conspicuous pins, barrettes and combs are not authorized.

2. If a mustache is worn, it will be kept neatly trimmed. No portion extending beyond the corners of the mouth will fall below a line parallel with the bottom of the lower lip. No handlebar mustaches will be allowed. Sideburns shall not extend below the ear lobes and shall not extend into the cheek area. Full beards and/or goatees may be worn; however, they must be trimmed and neat in appearance, as determined by the Chief. Beard growth must be started on the officer’s days off. Non-uniformed officers will be allowed a little more latitude in mustaches with the approval of the Chief of Police.

3. While on duty or in uniform, male officers are not allowed to wear ear ornaments. Male officers may choose to pierce their ear(s), however, while on duty or in uniform, the ear ornament worn during the recovery period must be either “invisible” or covered.

4. Female officers may wear ear studs (hooped earrings are not allowed) while on duty or in uniform as long as they are not obscene, offensive, distract from professional appearance, or interfere with on-duty actions and responsibilities.

5. Except for ear studs worn by female officers, no officer (male or female) may wear any other facial jewelry or visible body piercing while on duty or in uniform.

6. Officers may not appear on duty or in uniform with any visible facial, head, or body tattoo or branding, or decal, unless such tattoo or decal existed prior to their hire date, or July 1, 1998 if hired prior to that date. Tattoos or brands cannot be on the head, face, or neck.

7. Visible body tattoos or decals cannot be obscene, indecent, sexist, offensive, racist, incite libidinous thoughts, distract from professional appearance, or interfere with on-duty actions and responsibilities.

D. Safety Equipment:

1. Soft Body Armor

It is the policy of this agency to maximize officer safety through the issuance of soft body armor that complies with the current minimum protective standards prescribed by the National Institute of Justice, in conjunction with the practice of prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound, basic safety procedures.

All sworn law enforcement officers will be provided with soft body armor. Officers assigned to the patrol division shall wear the issued soft body armor while on duty. Plain-clothes officers, and command officers who only wear a uniform occasionally are encouraged to wear soft body armor, especially when performing high-risk tasks such as executing warrants. Staff officers who are working the street in uniform shall wear their body armor.

2. Protective Helmet:

A protective helmet will be worn when a hazardous condition exists, where the sound judgment of the officer or their supervisor indicates its use. A protective helmet will be worn when an officer is operating a City-owned motorcycle or bicycle.

E. Inspections:

Supervisors should look over the general appearance of every member at the beginning of each shift and prior to special details to ensure that their appearance is appropriate.

AGENCY UNIFORM AND EQUIPMENT ISSUE:

A. Initial Issue - Officers

The Department will issue the following equipment and clothing to sworn personnel.

- * Four Shirts (2 long sleeve, 2 short sleeve) with police patch;
- * Two Trousers;
- * One Tie;
- * One Navy Turtle Neck Dickey or Shirt;
- * One Duty Jacket with Police Patch(s);
- * One Ballistic Vest (soft body armor);
- * One Protective Helmet;
- * One Uniform Ball Cap

B. Leather Gear:

General: All items are black and will have a basket-weave style with the exception of the radio holster and the under-belt. The outer belt may be black nylon. Effective July 1, 1998, leather items will have Velcro fasteners or hidden snaps, if available.

Issue Items: The following items are standard issue:

- * Two-Inch Outer Duty Belt;
- * Handcuff Case;

- * Radio Holster or Belt Carrier

C. Miscellaneous Issued Equipment:

- * One Badge;
 - * One Name Tag;
 - * Back Support Belt – if requested by officer
 - * Portable Radio with Charger, if available;
 - * OC Spray and Holder, if trained
 - *Taser X26 (if trained and available)
 - * Expandable Baton & holder - black basket-weave (if trained)
- (Will be issued effective December 1, 1998 for new officers. Existing officers may ask for replacements if their personally owned ones become nonfunctional.)

D. Miscellaneous Optional Equipment: This equipment will be furnished by the officer and must meet department standards.

- * Holster - black basket-weave
- * Footwear - black, polished, plain-toe shoes or boots
- * Under Belt - black only, plain buckle
- * Socks - plain, navy blue or black if visible
- * Commando sweaters
- * Shorts - Navy or Black
 - * Gloves: Navy or black in color
 - * Stocking Hat: Navy or black in color
 - * Head Bands: Navy or black in color

Manner of Wear

A. General for Uniformed Personnel:

All items will be cleaned and pressed or shined as appropriate when the employee reports for duty.

1. Shirt

The uniform shirt will be properly fitted and tapered if necessary. A plain, clean white, navy blue or black undershirt may be worn under the uniform shirt. The undershirt will not protrude so as to be visible at the sleeves of a short-sleeve shirt.

Officers may elect to wear a turtleneck shirt or dickey with long sleeve shirts. Ties will be required wear for ceremonial purposes.

All buttons will be buttoned at all times, with the exception of the collar button. The bottom two sleeve buttons may be left unbuttoned but the sleeves may not be rolled up.

Employees may choose to wear long sleeve or short sleeve shirts.

2. Trousers:

Uniform trousers will be fitted so that they do not appear baggy or overly tight fitting. The legs should be hemmed so that they touch the top of the instep of the shoe or boot; they may have a slight break in the legs.

3. Outerwear:

Coats and jackets may be worn open or zipped according to the officer's comfort. Pockets will be buttoned, or the buttons will be attached to the pocket flaps.

Down vests may be worn with the uniform, said vest must have a cloth badge sewn on the upper left portion (in the same area as shirt badge), and be navy blue or black in color.

4. Leather Gear:

The duty belt and all leather items on the belt will be shined, free of dirt, and in good repair at all times. The leather items may be placed on the duty belt to meet the needs and comfort of the individual officer.

5. Head Gear:

Only those hats issued by the department, or cold weather hats approved by a supervisor, are authorized for wear on-duty while in uniform. Wearing of the uniform ball cap and cold weather cap is at the discretion of the individual officer.

Wearing of the departmental baseball cap is optional. If worn, it must be level on the head with the front brim tilted forward so that the front headband is just above the eyebrow and shall not be cocked to the back, left or right sides. The cap shall not be worn off duty, except in circumstances requiring officer action.

Winter hats, approved by a supervisor, may be worn during cold, inclement weather. Winter hats shall not have a visible logo toward the sides or front of the hat.

The uniform service cap will be worn for ceremonial purposes only.

6. Footwear

Style of authorized footwear shall be as approved by the Chief of Police. Footwear should be properly fitted to provide comfort to the employee. When an employee reports for duty, his/her footwear will be shined and free of dirt or other debris.

Officers will wear regulation footwear at all times while wearing the agency's uniform.

Foul weather footwear, of the style as approved by the Chief of Police or a supervisor, may be worn when the weather conditions indicate their use is needed.

B. General for Civilian Personnel:

1. All civilian employees (except Community Service Officers) will be issued the following:

- * Four Dress Shirts

2. Community Service Officers will be issued the following:

- * Two Short Sleeve Uniform Shirts
- * Two Long Sleeve Uniform Shirts
- * Two Black Pants
- * One Winter Jacket

3. Long sleeve shirts will be worn with the sleeves buttoned and the collars folded down. Community Service Officers may wear a turtleneck or dickey under the uniform shirt. Records personnel may wear a plain cardigan style sweater. Uniforms will be maintained in good, clean condition at all times.

APPEARANCE STANDARDS FOR NON-UNIFORMED OFFICERS:

A. General

1. Grooming requirements for non-uniformed officers will be the same as for uniformed officers unless the officer is on a special assignment and has the prior approval of their division commander.

Non-uniformed officers will wear clothing that conforms to the standards normally worn by office personnel in private business firms within the community unless otherwise directed by the supervisor. Variance from this section will be permitted for special assignments.

2. Badge and Identification Cards:

When on duty and in plain clothes, an officer is required to have agency identification on his person.

B. On-Call

When an investigator responds to an on-call situation, they must realize that they are a representative of the police agency. Since they may be called upon to interview victims, witnesses and suspects, a professional appearance and demeanor is desirable. Officers called to respond to a crime scene or the station while off duty will dress in clean, conservative manner.

PROPER PLACEMENT OF EQUIPMENT - UNIFORMED NORMAL:

A. Pins, emblems, etc., will not be worn on the uniform except with the permission of the Chief of Police. When authorized, such emblems shall be worn above the right shirt pocket. No more than one emblem shall be worn at a time.

B. Name tag on shirt is required and will be worn with the lower edge flush with the top of the right shirt pocket, centered on the crease.

1. Only department issued nametags will be worn.

C. Shirt Badge is required - The shirt badge is to be centered above the left pocket. Only department issued badges will be worn.

D. Shoulder Patches of department issue only. Patches shall be worn on all shirts and duty jackets centered on the left and right sleeve 1/2 inch below the seam.

E. Collar Brass - Only the department rank emblem may be worn on the collar. No other collar brass will be worn.

F. Pens and pencils - No more than two pens, or one pen and one pencil, shall be worn in the same shirt pocket at one time.

G. Tie - The tie shall be worn hanging straight down.

H. Tie Tacks - Tie tacks may be worn but will be of a conservative nature.

I. Award Ribbons are worn above the right breast pocket of the uniform shirt, centered over the width of the pocket flap above the name tag.

JEWELRY

Officers may wear jewelry, subject to the following restrictions:

A. No more than one ring or wedding set on each hand. Rings should be conservative in style.

B. Officers are warned about the danger of wearing necklaces. However, a single necklace may be worn. Officers in uniform must wear the necklace so it cannot be seen outside the clothing.

C. Watches and wrist bracelets of conservative style and appearance may be worn.

WHEN UNIFORMS WILL BE WORN:

A. Except when permitted by proper authority, all department officers shall be in complete uniform when on duty. Supervisors will decide when officers may wear civilian attire when special assignments or other situations dictate otherwise.

B. No mixture of civilian clothing with uniform will be permitted without the approval of a supervisor for some special purpose or function.

C. Officers are permitted to wear the service uniform off duty under the following circumstances:

1. When attending court or other official hearing;

2. When working an off-duty job and the employment duties are police related;
3. When attending other official functions such as training school, community service talk, police funeral, etc.
4. While traveling to and from work or the above circumstances listed in subsections 1. through 3.

D. Officers who are part of a special unit such as bicycle, K-9 or SERT are required to dress in the standard uniform while not participating in those duties of the special unit.

E. When working patrol duties in uniform, the duty leather belt will be worn by all officers. The following items are required to be worn on the duty belt: an approved holster and firearm, an approved ammunition carrier, a handcuff case, radio carrier.

Officers who are assigned to uniform duties other than patrol, such as crime prevention or staff positions, may be authorized temporary variations in uniform regulations that are suitable to the assignment upon approval of the Chief of Police.

F. The uniform, or any part of it, shall not be worn while under suspension.

OPTIONAL EQUIPMENT:

A. Shorts (short pants) are authorized for normal uniform patrol duties during the months of May through September. Officers on bike patrol duties may wear shorts at other times of the year if weather permits. Shorts must be navy blue or black, and meet department specifications. Shorts, except for officers assigned to bike patrol duties, must be purchased by the officer.

B. Sweaters must be navy blue in color, made of 100% virgin wool, V-neck style and have the following:

1. A sewn badge patch on the left breast identical to the one worn on the uniform jackets, and Craig Police Department patches sewn on one shoulder identical to the ones worn on the police uniform shirt.
2. Name tags worn above the right breast pocket (may be embroidered).
3. The sweater shall have sleeve cuffs with one back roll.
4. The sweater will be tucked into the uniform trouser.

MAINTENANCE, REPLACEMENT AND DAMAGED UNIFORMS:

A. It is each member's responsibility to maintain all uniforms and equipment so that they are both serviceable and presentable, and request replacement of any uniforms or equipment that may be damaged and irreparable.

B. All uniforms will be cleaned and pressed when returned to the department upon termination of the officer's employment. The cost of the items not returned shall be deducted from the officer's

termination check.

C. Repair of uniforms and leather gear will be performed when the repair does not greatly affect the appearance of the damaged item. Examples are: Re-sewing seams, very small tears and snags, and replacing buttons. Large tears and other major damage or loss will be reported to the employee's supervisor, and a uniform request will be submitted if replacement is necessary.

1. Replacement due to normal wear or an accident will normally be performed at the City's expense.

a. When uniforms or equipment are worn beyond use or to a condition where they present a poor appearance, the employee's supervisor will check them, and a uniform request will be submitted to the Administrative Sergeant as needed.

2. If an item of clothing is damaged, destroyed or stolen in the line of duty, under unusual circumstances, it may be replaced after the facts of the particular case are known.

3. If the supervisor determines that the damage or loss was caused by negligence, carelessness or other willful action, the employee may be required to reimburse the City for the damaged or lost item. The charge will be the cost of the new replacement item.

D. Routine maintenance of leather gear and footwear is the sole responsibility of the individual employee.

E. It is the employee's responsibility to maintain his uniforms and equipment to the best of his ability. Employees, who chronically abuse, willfully destroy or neglect uniform clothing or equipment may be subject to disciplinary action.

Approved By:



**Walter K. Vanatta
Chief of Police**