

**NEW SMYRNA BEACH POLICE
DEPARTMENT NEW SMYRNA BEACH,
FLORIDA**

POLICY AND PROCEDURE DIRECTIVE

TITLE: UNIFORM AND APPEARANCE

NUMBER: 14-10

EFFECTIVE: 06/15

REFERENCE:

RESCINDS: 17-10

REVISED: 05/23

ATTACHMENTS:

A. PURPOSE

The purpose of this directive is to establish a standard of appearance and apparel for members of New Smyrna Beach Police Department.

B. POLICY

It is the policy of the New Smyrna Beach Police Department that members, whether in uniform or not, shall dress in a manner representative of their assignment and adhere to the standards set forth by the Department. All uniforms, insignia, and equipment must be issued or approved by the Department prior to wear. Additionally, members shall adhere to the grooming standards as described in this directive. Any non-uniformed member working special details or assignments that require the wearing of a uniform shall adhere to all grooming standards noted for uniformed officers.

C. DEFINITIONS

COMMEDATION PLATE: A plate issued or approved by the Department, which commendations bars are attached and designed to be worn above the nameplate.

BODY ORNAMENTATION: Body Ornamentation includes, but is not limited to, tattoos, intentional scarring, brands, objects inserted in/under the skin, dental ornamentation; any contact lens that when worn creates an unnatural eye color or contains graphic designs of any kind; intentional body/tongue piercing or mutilation to include gauges/ industrial bars/ multiple piercings of the ear. This definition excludes the traditional piercing of the earlobe for earrings under subsection 14.10.51.

BUSINESS CASUAL ATTIRE: Clothing that exhibits a professional yet relaxed style. Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at the knee-length or below, knit shirt or sweater, and loafers or laced shoes that cover all or most of the foot. Jeans are not normally considered business casual attire, but specific requests may be approved at the discretion of the Chief of Police.

COURTROOM ATTIRE: Acceptable attire is described as the Class B uniform, suit, or sports coat and tie for male officers or business suit or dress for female officers.

DENTAL ORNAMENTATION: Gold, platinum, jewels or other veneers or caps placed on the teeth for the purpose of ornamentation.

FIELD DUTIES: Assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than in administrative or support capacities.

INAPPROPRIATE ORNAMENTATION: Any form of ornamentation is prohibited if it depicts, describes, or otherwise refers to violence, sexual conduct, acts, or organs.

LIMITED - DUTY: A work status in which the member cannot perform their regular work assignment and is temporarily reassigned to other Department-related tasks.

LOAD BEARING VEST: An exterior vest that is designed as an alternative method to spread out the weight of gear.

OFFENSIVE ORNAMENTATION: Ornamentation is considered offensive and is prohibited if it depicts, describes or refers to intolerance of, or discrimination against any race, color, preference, creed, religion, gender, national origin, or, it is commonly associated with any organization or groups which advocate such intolerance or discrimination; or it brings discredit upon the agency or violates standards of decency or morality.

ON-DUTY: For purposes of this directive, on-duty refers to sworn officers who are working their regular duty assignment, an on-call assignment or shift, any special assignment compensated by the Department, or sworn officers working a billable details.

ORNAMENTATION: Includes any tattoo, body mutilation, body pierces, scar, branding, mark, or other permanent or temporary body art or modification deliberately placed on the body for purposes of decoration, ornamentation, or adornment. The term tattoo shall not apply to medical procedures, i.e. - cosmetic eyeliner, lipstick, etc.

TESTING AND EVALUATION ITEMS: Clothing and equipment items that are issued to officers by the Department, or issued to officers by other entities with Department approval, for the purpose of testing and evaluating the item(s) for potential future use.

TRAINING ATTIRE: Officers attending training sponsored by another agency shall conform to current uniformed and non-uniformed standards unless designated otherwise by the sponsoring agency.

VISIBLE ORNAMENTATION: Includes tattoos on the head, neck, face, or hands and on those areas that encompass the majority of the surface area between the natural fold of the elbow and the wrist.

D. UNIFORM CLASSIFICATION- SWORN MEMBERS

Officers shall only wear uniforms that are issued by the Department.

14.10.1 CLASS A: This uniform is the formal uniform worn for all formal functions, as designated by the Chief of Police or Designee.

1. The Class "A" uniform shall consist of a navy blue long sleeve uniform shirt, tie, navy blue pants, black shoes or boots, metallic badges, nametags, commendation bars (optional), utility belt with issued equipment.
2. Officers assigned to the Traffic Unit shall substitute the navy shirt with a white long sleeve shirt, with breeches and boots.
3. Officers shall report for duty in the designated uniform that is clean and pressed and is free of debris, holes, stains, and missing items (e.g., buttons).
4. Officers shall not wear long sleeved uniform shirts or pants rolled up unless necessary to perform a law enforcement function.

14.10.2 CLASS B: “UNIFORM OF THE DAY”: This uniform is the uniform worn for normal everyday functions.

The New Smyrna Beach Police Department is transitioning from the traditional Class B uniform, to a load bearing vest with a Department issued polo shirt underneath. Those officers that were previously issued the Traditional Class B uniform polyester shirt(s) and wish to continue wearing them, may do so, until they need to be replaced. The two (2) Class B variations are as follows:

1. **Traditional Class “B” Uniform:** Consists of body armor underneath an open neck, short or long sleeve navy blue polyester shirt, navy blue pants, black shoes or boots, metallic badge, nametag, duty belt and issued equipment.
2. **Load Bearing Vest Class B Uniform:** Consists of a Department issued load bearing vest carrier, on top of an open neck short sleeve Department issued polo shirt, navy blue pants, black shoes or boots, flex badge, velcro nametag, duty belt and issued equipment.

Specialized units uniforms will consist of the following:

1. Marine Unit: White uniform polo; Navy blue shorts or pants.
2. Bicycle Unit: White uniform polo; Navy blue shorts or pants.
3. Canine Unit: Navy blue uniform polo; BDU pants.
4. Traffic Unit: White uniform shirt; Navy blue breeches; Motorcycle boots.

E. GENERAL GUIDELINES

14.10.3 While on-duty, officers shall dress in a manner consistent with the applicable sections of this policy unless given specific supervisory permission to do otherwise.

14.10.4 All officers, regardless of their assignment, shall report to work fully attired, groomed, and ready for duty when their shift starts.

14.10.5 All officers, who are on duty, shall have readily available the Department issued official photo identification card.

14.10.6 Plainclothes personnel, while on duty, shall carry the approved firearm, agency-issued badge, agency identification card and handcuffs at all times. The firearm may be worn unconcealed and in the public’s view whenever the member prominently displays their agency-issued badge. Any deviation from this shall require approval of the Chief of Police.

14.10.7 Officers, regardless of their assignment, shall not report to work wearing clothing or clothing accessories that offend the sense of public decency, are inappropriate for work in a public setting, except as authorized through the member’s chain of command (i.e., holiday events, vice/narcotics enforcement activity).

14.10.8 Officers shall not mix or match items of Class “A” and “B”-uniforms unless expressly authorized by the Chief of Police.

14.10.9 Officers shall not wear part of the uniform with other non-uniform clothing (i.e., shirts or jackets with insignia with non-uniform pants) unless:

1. An emergency situation requires it; or,
2. The member has supervisory permission; or,
3. It is necessary as part of a Department activity (i.e., physical exam, uniform alterations, law enforcement training).

14.10.10 Sworn officers whose assignment does not require the wearing of the uniform shall maintain a Class “B” uniform and have it readily accessible while on-duty.

14.10.11 Sworn officers not required to wear the uniform shall dress in business attire. Business attire should be worn for call outs and call back assignments, unless exigent circumstances exist.

14.10.12 Officers working special events may be required to wear Class “A” uniforms, as directed by the Chief of Police or designee.

14.10.13 Officers shall not purchase alcoholic beverages while in uniform.

F. OUTERWEAR

14.10.14 Sworn officers in uniform shall only wear jackets, coats, sweaters, and rain gear issued or approved by the Department for uniform wear unless other outerwear is required for a law enforcement purpose (i.e., concealing the uniform while in an unmarked vehicle).

G. FOOTWEAR

14.10.15 Sworn officers in uniform shall be issued black shoes or boots. The following types of footwear are acceptable as long as they have laces:

1. Plain-toed, oxford style shoes;
2. Plain-toed boots;
3. Black athletic style, uniform shoes.

14.10.16 All officers, regardless of assignment, shall wear footwear appropriate for the workplace.

H. UNDERSHIRTS, & SOCKS

14.10.17 Sworn officers may wear short, long-sleeve or turtleneck undershirts with Class A and B uniforms, as follows:

1. Black or navy blue are the only acceptable colors if the undershirt is visible. Other color undershirts are acceptable, but shall not be worn in a manner where the undershirt can be seen.
2. Insignia on the neck of a turtleneck style shirt that is worn with an open collar and visible to others is acceptable, if it is Department-related (i.e., SWAT, K-9).
3. The short-sleeved undershirt shall be short enough so that it doesn’t extend beyond the length of the Class B Uniform shirt.

14.10.18 Sworn officers in uniform shall wear socks as follows:

1. Plain black or dark blue socks are acceptable.
2. White or gray socks are acceptable only if the socks are not visible to others while the member is standing, walking, or sitting.
3. No other color socks are acceptable.

I. HATS, CAPS, GLOVES, & NECKTIES

14.10.19 At the direction of the Division Commanding Officer, agency approved baseball caps may be worn while in uniform.

14.10.20 GLOVES: While wearing a long sleeve shirt, officers may wear black gloves only during periods of inclement winter weather. Other colors are not permitted.

1. Officers may wear black colored gloves that provide protection against sharp objects or bloodborne pathogens. These gloves may be worn only while performing the task that may require protection from such risks.
2. Fingerless gloves are prohibited except as approved for specialized assignments such as SWAT, Motors, and Bicycle Patrol.

14.10.21 TIES: Neckties worn with the Class A Uniform shall be dark blue only. Tie tacks/bars may be worn attached to the necktie only if they are police or Department related.

J. EQUIPMENT AND APPROVED LOCATIONS

14.10.22 The following Department-issued and approved items are required on the duty belt:

1. Holster and handgun;
 - The handgun must be located on the officer's dominant side.
2. Double Magazine pouch and two fully loaded magazines.

14.10.23 The following Department-issued and approved items are required, but the officer may choose to place them on either the duty belt or the load bearing vest:

1. Taser with issued/approved holster;
 - The Taser must be located on the officer's non-dominant side.
2. At least one (1) of the following two (2) less lethal weapons:
 - Impact Weapon and issued/approved holder;
 - Department issued Aerosol Subject Restraint Spray (ASR) and issued/approved holder.
3. Handcuff case with handcuffs;
4. Radio clip or holster and portable police radio;
5. Department-issued Tourniquet.

14.10.24 The following additional items are not required, but may be worn on either the duty belt or the load bearing vest:

1. Additional handcuff case or double handcuff case with handcuffs;
2. Flashlight holder;
3. Glove case with protective gloves;
4. Lock blade style knife or multi-tool, with case;
5. Small flashlight with holder;
6. Cell phone holder;
7. Other, as approved by the Chief of Police or designee.

14.10.25 Officers shall not combine different styles of uniform belt and attachments (i.e., wearing a leather belt with nylon belt attachments).

K. BADGES, INSIGNIA, PATCHES, & ATTACHMENTS

14.10.26 Sworn officers shall wear the Department issued metal badge/flex badge above the left uniform shirt pocket or the left side of the load bearing vest, at the reinforced badge area.

1. Officers wishing to purchase a New Smyrna Beach police badge, other than those issued by the department, shall submit a request through the chain of command to the Chief of Police seeking permission to purchase a personal badge. No such order or purchase may occur without the written permission of the Chief.

14.10.27 The color and rank/title of officers' badges shall be as follows:

1. Gold w/Gold Banners: "Chief"
2. Gold w/Silver Banners: "Deputy Chief"
3. Gold w/Silver Banners: "Captain"
4. Gold w/Silver Banners: "Lieutenant"
5. Gold w/Silver Banners: "Master Sergeant"
6. Gold w/Silver Banners: "Sergeant"
7. Silver w/Gold Banners: "Corporal"
8. Silver w/Gold Banners: "Master Police Officer"
9. Silver w/Gold Banners: "Detective"
10. Silver w/Gold Banners: "Officer"

14.10.28 Sworn officers shall wear a nameplate centered above the right uniform shirt pocket or the right side of the load bearing vest.

14.10.29 Sworn officers shall only wear Department-issued or approved special function bars on the uniform shirt. If worn, the pins shall be centered above the nameplate. The following special function bars are approved for wear on the uniform by officers who are currently assigned to that unit or the unit's chain of command:

1. Field Training Officer (FTO)
2. Weapons & Tactics Team (SWAT)
3. Youth Officer
4. Canine (K-9)
5. Motorcycle Wings
6. Firearms Instructor
7. Recruiter
8. Any other function pin as approved by the Chief of Police

14.10.30 All issued or approved commendation medals may be worn with the uniform, including non-department organizations, as approved by the Chief of Police. Department commendation medals (If more than one type, place them based upon their ranking according to Policy and Procedure Awards Protocol).

1. Duplicate function pins or commendations shall not be displayed together.

14.10.31 Sworn officers may wear temporary attachments to the uniform for legitimate police activity, as follows:

1. Red ribbon (during Red Ribbon Week),
2. Department identification card, if applicable,
3. Black band (mourning band) to be worn on the badge to demonstrate respect for officers who have fallen in the line of duty, as approved by the Chief of Police,
4. Traffic Unit accessories (i.e., lanyard, scarf) for approved activities,
5. "I voted" sticker given to officers who vote while on-duty and wish to wear the sticker for the remainder of their tour of duty.
6. Any other attachment authorized by the Chief of Police.

14.10.32 Officers of the rank of sergeant shall wear the uniform shirt, jacket, coat, or sweater with the three-chevron sown on each sleeve just below the shoulder patch.

14.10.33 Officers of the rank of corporal shall wear the uniform shirt, jacket, coat, or sweater with the two-chevron sown on each sleeve just below the shoulder patch.

14.10.34 Officers shall not alter the patches attached to the uniform or add patches to the uniform/load bearing vest that are not issued or authorized by the Chief of Police.

14.10.35 Officers may wear the longevity insignia to reflect the number of years of sworn law enforcement service as prescribed in [Chapter 943](#) of the Florida Statutes. The insignia shall only be worn on the left sleeve of the long sleeved shirt, just above the stitching for the cuff. One hash mark denotes 5 years' service with the New Smyrna Beach Police Department.

14.10.36 SWAT Team members wear the subdued SWAT patch on their right sleeve.

L. BODY ARMOR

14.10.37 The New Smyrna Beach Police Department provides body armor to all sworn personnel. Wrap-around body armor will meet or exceed Threat Level IIA as classified in National Institute of Justice.

14.10.38 Body armor shall be worn by all sworn personnel in uniform while assigned to patrol duties or other field duties or when working any off-duty uniformed detail unless exempt as follows:

1. When an agency-approved physician determines that an officer has a medical condition that would preclude wearing body armor.
2. When the Department determines that circumstances make it inappropriate to mandate wearing body armor.
3. When an officer notifies their supervisor that there is a problem with their vest that prohibits the wearing of the vest.

14.10.39 Sworn uniformed personnel working inside administrative or support positions and non-uniformed sworn personnel shall keep their issued body armor readily available at all times while on duty.

14.10.40 Sworn personnel, regardless of assignment, are required to wear agency issued body armor whenever involved in high-risk tactical duties, hostage/barricade other critical incidents and the execution of warrants.

1. Failure to utilize Department issued safety equipment, including body armor, may result in a reduction in Worker's Compensation benefits as allowed by Florida Statute 440.09(5).
2. Members will be instructed in the care and cleaning of their body armor and will be held responsible for proper maintenance. Any damage to the body armor or other unsafe condition will be reported to the member's immediate supervisor for appropriate action. Members will report any condition where the body armor no longer fits properly as the result of a gain or loss of body weight.
3. Culpable negligence in the use or care of city property, including body armor, or abuse, misuse, willful or negligent loss or destruction of city property, may result in disciplinary action and/or restitution.

14.10.41 Body armor must be current. Officers shall requisition replacement armor in advance of the expiration date.

M. NON-UNIFORM ATTIRE

14.10.42 COURTROOM ATTIRE: While testifying in court, at a grand jury or at other hearings, uniformed members may wear the Class A uniform, suit, or sports coat and tie for male members or business suit or dress for female members. Business attire and Class B uniforms are permitted only when testifying at a deposition.

14.10.43 BUSINESS ATTIRE: All clothing shall be of a professional nature and style (Shorts, tee shirts, athletic clothing, or flip-flops are not acceptable unless otherwise specified or approved).

14.10.44 TRAINING ATTIRE: The Training Section shall designate the appropriate attire for intra-agency training activities. Members attending training sponsored by another agency shall conform to current uniformed and non-uniformed standards unless designated otherwise by the sponsoring agency.

N. NON-UNIFORM FEMALE

14.10.45 Skirts, dresses, and skorts (split skirts) shall be no shorter than four inches (4") above the middle of the knee. Clothing that is considered acceptable include: Pantsuits, Slacks, Blazers/Jackets, skirts/skorts, Sundresses or Jumpers in combination with a sleeved shirt or sweater.

14.10.46 Clothing that is revealing are prohibited, including but not limited to: Spaghetti straps, backless, and sheer attire, low necklines revealing cleavage/chest area, halters, tube/tank tops or shirts with open midriffs.

O. NON-UNIFORM MALE ATTIRE

14.10.47 Open-collar, button-up dress shirts (with only the top button unbuttoned) and dress slacks. Members shall have available a suit coat, sports coat, or jacket and a tie to wear when the occasion dictates.

1. The member's immediate supervisor shall determine when a coat/jacket and/or tie are necessary.
2. The tie, when worn, must be of a contemporary length, width, design, and color.

P. SPECIAL INVESTIGATIONS

14.10.48 Sworn members assigned to Special Investigations are permitted to wear their hair, to include facial hair, in such styles as may be necessary to accomplish the special goals and objectives of their mission.

1. Members may be permitted to wear any style of clothing, earrings, and/or body piercing as may be required to accomplish the special goals and objectives of their mission.
2. When appearing as a witness before the court, members shall wear the designated non-uniformed attire as previously outlined in this directive.

Q. LIMITED DUTY ATTIRE

14.10.49 Members on limited duty assignments shall dress in business attire, unless due to a medical condition causing the limited duty assignment, physical limitations prevent such dress, or specific permission has been given to dress otherwise by the supervisor in charge of the limited duty assignment.

1. Members on limited duty assignments shall inquire with the supervisor if they have any questions regarding proper attire.

R. PERSONAL ITEMS & GROOMING

14.10.50 All members, regardless of assignment, shall report for duty clean, neat, and properly groomed for their particular assignment.

14.10.51 HAIR: Members shall not wear their hair in a manner (i.e., style, color, cut) that diminishes the professional appearance of the uniform or reflects poorly on the police profession or the Department.

1. Male officers' hair shall not extend past the bottom of the collar in the back (when the officer is standing) or past mid-ear level on each side. Male members are prohibited from wearing hair accessories. Female officers' hair shall not extend past the shoulder line on the uniform (when the officer is standing). Hair styles and coloring that may be considered "fads", "special hairstyles", or "designs" are prohibited.
 - Hairpins, barrettes, rubber bands, and similar accessories may be worn to support the hairstyle.

- These shall be color coordinated, and shall be functional, not gaudy in nature.
- Longer hair may be kept in an upward sweep or bun above the top of the collar so long as it presents a neat appearance, does not straggle, and allows proper wearing of the agency issued helmets (i.e. ballistic, riot, etc.) and the agency issued masks (i.e. gas, tactical).

14.10.52 Sworn officers in uniform may maintain neatly trimmed beard, mustache, or goatee with the following guidelines:

1. All facial hair must be neatly groomed and cut close to the face (1/4" – 1/2"). Facial hair will end under near the jawline and not proceed onto the neck.
2. Eccentric designs such as Mutton Chops, Sideburns (extending below the bottom of the ears), Hitler Mustaches, Handlebar Mustaches, Felony Lines, Chin Beards or similar facial hairstyles will be deemed as unprofessional and will not be permitted.
3. The Final Decision of what is permitted or considered appropriate facial hair will reside strictly with the Chief of Police.

14.10.53 JEWELRY/ACCESSORIES: Female sworn members in uniform may wear earrings, but the style, size, or color shall not diminish the professional appearance of the uniform or reflect poorly on the police profession or the Department. In particular, earrings shall only be post type. Jewelry and accessories shall not be distracting, offensive, or hinder work functions.

1. Male members are prohibited from wearing earrings.
2. All earrings shall be worn only in the earlobes. Two (2) matching earrings are allowed per lobe.

14.10.54 BRACELETS: Members are allowed to wear a wristwatch, a medical alert bracelet, or other bracelet that does not interfere with the member's performance.

14.10.55 RINGS: If rings are worn, they shall be limited to a wedding set or wedding band and shall not interfere with the performance of duties.

14.10.56 FINGERNAILS: Fingernails shall be neatly trimmed and clean. Nail ornaments are prohibited.

1. Female fingernails shall not extend beyond one-quarter inch (1/4") past the fingertip. Female members are permitted to paint their nails with conservative shades that are not distracting. Ultraviolet colors, multiple colors, and bright colors are prohibited.

S. BODY ORNAMENTATION, DENTAL APPLIANCES & SKIN IMPLANTATIONS

14.10.57 Effective August 1, 2018 employees and volunteers, both sworn and non-sworn, will not acquire any new visible ornamentation or tattoos on any part of the body that would be visible while working without first obtaining permission in writing from the Chief of Police. The requesting employee will be required to attach a proof or stencil of the ornamentation to the request for approval. Employees who violate this policy are subject to termination of employment. Members hired before the effective date of this policy who have preexisting visible tattoos are not exempt from this policy.

1. No employee or volunteer shall be permitted to have body ornamentation on the head, neck, face, hands, or above the collarbone in front or seventh cervical vertebrae on the back. Body ornamentation on the chest or back must be completely covered by wearing a properly fitted crew-neck undershirt with no portion of the ornamentation showing.
2. Ornamentation on the forearm may extend down no further than a line around the circumference of the wrist measured immediately above the wrist bone.
3. Medical alerts authorized in writing from a city approved physician and solid single band tattoos of no more than 3/8 of an inch on one finger may be exempt from this directive.

14.10.58 Employees and volunteers will be required to submit photographs accompanied with a memorandum cataloging the current body ornamentation(s) that are visible while wearing any approved attire as described in this directive.

1. The Operations Captain or Support Services Captain will conduct an inventory of visible body ornamentation. This documentation shall be submitted through the chain of command to the Chief of Police.

14.10.59 Body ornamentation that is obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, or advocates or symbolizes prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, age, or which is likely to associate the employee with the agenda of any criminal or extremist group, or otherwise bring discredit upon the Police Department and its role in the community is considered unacceptable and shall not be permitted. The determination of whether any body ornamentation falls into one of these categories is at the sole discretion of the Chief of Police and is not subject to the grievance and arbitration procedure of the labor contract.

14.10.60 Prohibited body ornamentation or mutilation includes split or forked tongues, enlarged or stretched out holes in the ears commonly referred to as gauges, visible facial piercing and/or intentional scarring, abnormal shaping or the eyes, ears, nose and/or abnormal filing of the teeth or any jewelry added to the teeth. This includes decorative veneers or caps.

14.10.61 Employees or volunteers shall not wear any item of ornamentation in their nose, eyebrow, tongue or any other location of their body that is visible during duty hours, or any related function, with the exception of earrings permitted for female personnel.

14.10.62 Nothing in this policy is to be construed as prohibiting body modifications necessitated by deformity, necessary medical procedures or injury.

14.10.63 So as not to exclude qualified candidates based solely on the existence of body ornamentation, a candidate's existing body ornamentation will be evaluated during selection prior to time of hire.

14.10.64 Employees or volunteers with existing visible body ornamentation considered unacceptable as defined above must be covered by the long sleeve uniform or dress shirt while on duty. When off duty and operating or otherwise utilizing an agency vehicle, marked or unmarked, or in any apparel that represents the New Smyrna Beach Police Department regardless of duty status, inappropriate body ornamentation must be covered.

T. CIVILIAN ATTIRE

14.10.65 Members are required to present a neat and clean appearance when representing or otherwise performing duties for the Police Department.

1. All footwear must complement the clothing worn. The following footwear shall not be worn: Thongs, Flip-Flops, and Sandals.
2. All socks worn and exposed above the footwear shall complement the other clothes worn. All hosiery worn shall complement the clothing worn.
3. Blue jeans shall not be worn.
4. There are many hairstyles that are acceptable for civilian employees of the Police Department. As long as the hair is kept neat and clean, the acceptability of the style will be judged solely by the professional appearance.

U. RECORDS

14.10.66 Department supplied uniforms shall be worn on a daily basis by records personnel, with the exception of the last day of the work week, where business casual attire is permitted. Said uniform shall be clean and neat in appearance and be absent any holes, tears, or stains. Only Department issued uniforms may be worn by records

personnel (Monday-Thursday).

V. CRIMINAL INVESTIGATIONS, EVIDENCE, ADMINISTRATION

14.10.67 Civilian members assigned to the Criminal Investigations and Evidence Sections may wear the issued uniform or dress in business attire. The clothing worn shall be neat and clean in appearance and will be absent holes, tears, and stains.

1. Evidence personnel may dress in other clothing that is suitable for evidence processing, etc., with the permission of the Administrative Services Manager.

14.10.68 Civilian member's assigned administrative functions shall dress in business attire that shall be neatly pressed or ironed and absent holes, tears, and stains.

W. PARKING ENFORCEMENT SPECIALISTS/COMMUNITY SERVICE AIDES

14.10.69 Department supplied uniforms shall be worn on a daily basis by Parking Enforcement Specialists and Community Service Aides. Only Department issued uniforms and accessories shall be worn by members when working.

X. NEW ISSUE, REPLACEMENT & INSPECTION OF UNIFORMS

14.10.70 Upon hire, officers will be issued uniforms in accordance with the current Collective Bargaining Unit Labor Agreement.

14.10.71 Upon the need for replacement of uniforms, officers may submit a request form to their supervisor that does not exceed a total of four (4) complete uniforms and one (1) pair of footwear annually, unless otherwise approved by the Chief of Police or designee. Once approved, the request form will be forwarded to the Quartermaster. Under no circumstances shall the Quartermaster replace any items without an approved request form.

14.10.72 Sworn officers and supervisors shall, as often as necessary, examine/inspect uniforms, outerwear, footwear, caps, gloves, necktie, belts, badges, insignia, patches, protective vest and vest covers, etc., for cleanliness, defects and excessive wear and take appropriate corrective action, including replacement, as needed.

Y. UNIFORM COMMITTEE

14.10.73 The Chief of Police or designee may establish and maintain a committee to address matters governed by this Directive.

Revised: BSS 05/23

Approved: Signature on File
Chief Eric Feldman