

COLCHESTER POLICE DEPARTMENT

SUBJECT: Inspections, Appearance & Wearing the Uniform/Appropriate Attire

EFFECTIVE DATE: May 1, 2015

NUMBER: GENERAL ORDER #8

REFERENCE: Rescinds G.O. #8 "Inspections"

REEVALUATION DATE: As needed

APPROVED: *J. Mousa #190*

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POLICY: It is the policy of the Colchester Police Department that its personnel shall present a professional and uniform appearance, be well groomed and properly equipped. This policy shall establish guidelines relative to inspections, appearance, hygiene, wearing department issued uniforms and appropriate attire.

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I. INSPECTIONS

- A. Personnel Inspections – are to be conducted daily at the beginning of each shift. This is an informal check by the Officer in Charge or unit supervisor to ensure that officers/employees reporting for duty are appropriately groomed, equipped and attired. Any deficiencies shall be addressed immediately with the employee and corrective action taken as soon as practical.
 - 1. A written report shall be made to the affected Division LT only if the employee refuses or is unable to correct the deficiency, or if it is one of a serious or ongoing nature.
- B. Equipment & Vehicle Inspections - It shall be the responsibility of each officer reporting for duty to ensure that all equipment within his/her control is in proper working order. Each officer shall insure that the cruiser is clean at the beginning and end of each shift and that all on board equipment is present and functioning. Any problems with equipment shall immediately be brought to a supervisor's attention.
 - 1. A supervisor may request to inspect an officer's vehicle or equipment at any time.
 - 2. At least quarterly, the Administrative Sergeant shall ensure that a thorough inspection of each patrol cruiser is conducted and documented to ensure that all required equipment is present and properly functioning. See Appendix A

- C. Facilities Inspections - It shall be the responsibility of the Officer in Charge of each shift to conduct a daily visual inspection of the interior and exterior of the police facility. This inspection shall be for the purposes of insuring that the building is secure, sanitized and fully operational. Any deficiencies shall be rectified immediately, if possible, or reported to the Support Services LT for follow up. It is the responsibility of the Support Services LT to insure that appropriate follow-up action takes place.

II. PERSONAL APPEARANCE

- A. Policing is a para-military profession and appearance plays a significant role in how the police are perceived by the public. The following guidelines are designed to ensure a professional image through uniformity and attention to detail in grooming and hygiene.
- B. Members shall appear neat and well-groomed while on duty to include, but not be limited to regular duty, court appearances, in-service training, and department functions.
- C. Hair:
 - 1. Hair must be clean, neat and combed. Hair may not be unkempt, ragged or present any type of safety hazard.
 - 2. Hair may not be an unnatural color.
 - 3. Hairstyles shall be worn in a conservative manner that does not affect peripheral or regular vision or interfere with any issued head gear or equipment.
 - 4. Short hairstyles shall not extend more than an inch below the ear lobe on the sides of the head and shall not extend below the bottom seam of the collar at the back of the shirt.
 - 5. Long hair shall be tied or pinned up off the back of the neck and away from the collar of the uniform.
 - 6. Decorative or extravagant hair pins, clips, combs or other adornments shall not be worn.
- D. Facial Hair
 - 1. If a mustache is worn, it will be kept neatly trimmed, except with the expressed permission of the Chief of Police.
 - 2. Sideburns shall be neatly trimmed and shall be no more than one inch wide at the widest point and shall not extend below the lowest part of the earlobe.
 - 3. If a beard or goatee is worn it shall be neatly trimmed at all times and shall not exceed ½" or present a safety hazard. Beards shall have a distinct trim line no lower than the Adam's apple thereby creating a separation from the collar area.
 - 4. Officers must be clean shaven other than the above mentioned exceptions. This policy shall not be construed as an excuse to go unshaven. Officers intending to grow a beard, goatee or mustache shall inform their supervisor of this.

- E. Cosmetics/makeup – shall only be worn in colors and styles that appear natural. Exaggerated makeup or unnatural colors will not be allowed.
- F. Fingernails – shall be kept groomed and clean and may not interfere with the member's duties.
- G. Earrings/jewelry/piercings – the only visible piercings allowed on duty are pierced earlobes. No other piercings shall be allowed during duty hours.
 - 1. Officers may only wear ear studs or small hoops so long as they are in good taste and do not distract from a professional appearance or pose a safety hazard.
 - 2. Non-sworn employees may wear earrings so long as they are not offensive, obscene or otherwise distract from a professional appearance.
- H. Tattoos/brands/body art – Employees may not appear on duty with any visible tattoo, branding, body art or other adornment visible above the shoulders. Visible body art cannot be obscene, offensive, sexist, racist, sexual in nature, or be a distraction from professional appearance.
 - 1. Employees having visible body art below the bicep area of the arm that is considered inappropriate shall be required to wear long sleeve shirts, a flesh colored sleeve or have the tattoo removed.
 - 2. Final determination of inappropriate or unprofessional body art lies with the Chief of Police.
- I. At all times employees shall maintain a high level of personal hygiene appropriate for a business environment.

III. WEARING THE UNIFORM

- A. CPD has three classes of uniforms and special duty uniforms:
 - 1. Dress Uniform – worn for special occasions in the manner prescribed by the Chief of Police. Dress uniform hat is a Campaign-style hat with hat badge and gold cord/acorns.
 - 2. Class “A” Uniform – worn for criminal court appearances, public speaking engagements, instruction and any time an officer wishes to present a more polished appearance or at the direction of the Operations LT. Class A hat is 8–point hat with hat badge or winter cap.
 - 3. Class “B” Uniform – a daily utility uniform used for patrol and everyday policing activities. Class B hat is a baseball style hat or winter cap. If an officer is on shift, the Class B uniform may be worn to traffic court or office type meetings such as a deposition. It is not to be worn for any appearances in a criminal court room.
- B. The following general guidelines apply to sworn employees when wearing the Colchester Police uniform. Specific instructions on the proper wearing of each class of uniform/special duty uniforms can be found in Appendix B.

1. Only equipment, clothing and accessories approved by the Chief of Police shall be carried or worn while on duty. All such equipment, clothing and accessories shall be neat, clean, functional and worn in the manner prescribed by the Operations Division LT.
2. Uniform shirts will be kept completely buttoned with the exception of the top neck button, which is left open when the tie is not worn.
3. The Operations Division LT will issue a memo seasonally indicating when long or short sleeve uniforms are to be worn.
4. Wearing of the various Department-issued jackets shall be at the individual officer's discretion, within reason.
5. The wearing of the uniform hat is encouraged because it quickly identifies a police officer and is traditionally part of the uniform. The hat shall be readily available during duty hours and must be worn in a "straight away" fashion while on foot patrol, directing traffic or during special events.
6. Footwear shall be solid **black** in color, clean and well maintained. Socks exposed to view shall be **black** or **dark blue** in color.
7. The nametag displayed on the right breast pocket of the uniform may contain a single line beneath the officer's name on the same tag, indicating a specialty (i.e. Field Training Officer, EMT, etc.). The size of the nametag, lettering as well as what specialty may be displayed will be at the approval of the Operations LT.
8. No part of the police uniform will be worn off duty when the officer is patronizing an establishment which serves alcoholic beverages.
9. Officers assigned to details requiring them to be in the roadway will wear the issued traffic vest or highly visible and reflective jacket while they are exposed to moving traffic.
10. No Department equipment, clothing or accessories shall be loaned other than to another officer except with permission of a supervisor.
11. Officers in uniform shall at all times wear some form of identification indicating their name and/or badge number, as well as some insignia or name indicating Department identification. The Department shall make available some form of identification for each class of uniform except for marine and bicycle uniforms.

IV. APPROPRIATE ATTIRE

- A. Appropriate attire for communication specialists is described in the SOP manual for the Dispatch Center.
- B. Non-uniform sworn personnel shall dress to present a neat, professional image. Outerwear, shoes, belts, and other accessories shall be clean,

polished (if appropriate) and properly worn. The Division Lt shall determine appropriate attire beyond the above stated guidelines.

- C. All other employees shall dress in a manner appropriate for their assignment and daily duties. Clothing and accessories shall be clean, neat, and properly worn. Support staff shall wear, at a minimum, business casual attire (which normally does not include jeans except on Fridays), unless a more formal attire is required for ceremonies, meetings, etc. Worn or soiled jeans, tank tops, or other garments deemed inappropriate by the Division LT are prohibited during work hours.

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COLCHESTER POLICE DEPARTMENT
VEHICLE CHECKLIST

DATE: _____ OFFICER _____

EQ # _____ MILEAGE _____

EQUIPMENT

PBT SERIAL # _____ RADAR SERIAL # _____

FIRST AID KIT _____ BLANKET _____

POLICE LINE TAPE _____ SPIT HOOD _____

FLARES _____ FIRE EXT ___ EXP DATE _____

SHOTGUN S/N: _____ LEG RESTRAINTS _____

PATROL RIFLE S/N: _____ SHARPS CONTAINER _____

HAZMAT BOOK _____ FINGERPRINT KIT _____

MEASURING TAPE _____ TIRE SPIKES _____

FLASHLIGHT CONE _____ AED _____ # _____

IN-CAR VIDEO CAMERA _____ Microphone _____ HANDS FREE DEVICE _____

GPS _____ # _____ CELL PHONE _____

DIGITAL CAMERA _____ WATER ROPE _____

MDT & AIR CARD _____ DOG LEASH _____

LED TRAFFIC WAND _____ TRAFFIC CONES (3) _____

VEHICLE

EMERGENCY LIGHTS _____ SIREN _____ RADIO _____

VEHICLE LIGHTS _____ WASHED _____ CLEAN INTERIOR _____

LIST PROBLEMS FOR CORRECTION:

DRESS UNIFORM

The CPD dress uniform is worn for special occasions or at the direction of the Chief of Police. No undergarments should be visible. The only rank insignia is found on the rocker of the gold badge. No other adornments shall be worn on the dress uniform unless specifically authorized by the Chief of Police.

Consists of:

- Campaign style hat with black back strap, hat badge and gold cord/acorns
- Dress blouse
- Dress trousers
- High gloss clarino gun belt with shoulder cross strap
- High gloss clarino handcuff pouch
- High gloss clarino holster
- Gold badge
- Gold shoulder braid
- White gloves
- Gold nametag
- High gloss "cheater" style black shoes in a "chukka" or full boot style, or a black boot capable of holding an exceptional shine

CLASS A

Consists of:

- 8-point navy hat with hat badge
- Long or short sleeve uniform shirt as designated by Chief of Police with full color patch
- Trousers as designated by Chief of Police
- Undershirt shall be white with short sleeve shirt/black for long sleeve
- Silver buttons, nameplate, trim and badge for Officers, Corporals and Sergeants
- Gold buttons, nameplate, trim and badge for Lieutenants and Chief
- Collar brass "CPD"
- Rank insignia on sleeve for Sergeants and below
- Rank insignia on epaulets for Lieutenants and Chief
- Hash marks for every 5 years of service with CPD on the lower left of long sleeve shirt
- Basket weave duty belt (or if authorized by OIC a light weight nylon belt) and authorized equipment
- Black boots or other suitable footwear capable of holding a shine
- Necktie – black clip on with department issued tie bar
- Specialty pins – Only specialty pins authorized by a LT or the Chief may be worn and at no time shall an officer have more than two specialty pins on the uniform

The tie is not worn with a summer shirt; the only clothing to be visible beneath the shirt at the neck shall be a **white** t-shirt in class A uniform. When the Class A winter uniform is worn, a black tie/turtleneck will be worn at all times while on duty, unless justifiably excused by the Officer in Charge. A turtleneck must meet the following specifications to be worn with the winter uniform; a blending of cotton and polyester, black in color, a full pull-over style with a smooth finish, elastic neck and wrists areas and allowing only one turn down at the neck. Under normal conditions, when an officer is required to appear in criminal court during winter months, a tie shall be worn instead of a turtleneck.

CLASS B

Consists of:

- Department issued baseball style cap
- Long or short sleeve uniform shirt as designated by Chief of Police with subdued patch
- Trousers as designated by Chief of Police
- Cloth nametag
- Cloth or metal rank insignia – LT and above on collar, SGT and below on sleeve
- Cloth badge
- Basket weave duty belt and authorized equipment or lightweight nylon belt as approved by the Chief of Police
- Black boots or other suitable footwear capable of holding a shine

Visible undergarments may be a **black** t-shirt or turtleneck with the class B uniform.

SPECIAL DUTY

Marine patrol uniform shall consist of:

- Polo style shirt with department insignia as approved by the Chief of Police
- Navy BDU style shorts or long pants
- Clean sneakers, hiking boots or other sturdy footwear
- Department issued baseball style cap
- Nylon or lightweight duty belt and authorized equipment
- Outerwear as approved by the Chief of Police

Bicycle patrol uniform shall consist of:

- Polo style shirt with department insignia as approved by the Chief of Police
- Navy BDU style shorts or long pants
- Clean sneakers, hiking boots or other sturdy footwear
- Properly fitted bicycle helmet
- Protective eye wear
- Bicycle gloves
- Nylon or lightweight duty belt and authorized equipment
- Outerwear as approved by the Chief of Police – must be reflective for night riding

Motorcycle patrol uniform shall consist of:

- Class A or B uniform in its entirety
- Black leather jacket or other outerwear as approved by the Chief of Police
- Black motorcycle boots capable of holding a high shine
- DOT certified, properly fitted motorcycle helmet
- Protective eyewear as required by law
- Gloves are optional

BODY ARMOR – Body armor shall be either department approved external carriers or under the uniform shirt.