

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 11.01
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Professional Appearance		



I. Introduction

- A. The purpose of the full police uniform is to ensure that sworn personnel are easily identifiable to the public, other law enforcement personnel, and helicopter personnel. A properly worn police uniform projects an image of authority, safety, and professionalism to the public.
- B. A Division employee's personal appearance influences the public's perception of both the individual and the organization as a whole. A neat, professional appearance inspires confidence in the employee's abilities.

II. Policy Statements

- A. **Sworn personnel in uniformed assignments shall wear the authorized uniform parts** when performing any police function, except when specifically exempted by the Chief of Police.
- B. Division personnel shall **not** wear their uniform **for personal reasons unrelated to the Division of Police.**
- C. Only authorized uniform garments and parts may be worn by Division personnel. The uniform contract, listing authorized garments, parts, and standards for sworn and civilian personnel, is on file **with** the Fiscal Operations Section.
- D. Once a properly fitted and manufactured uniform garment is received from a vendor, further alterations shall be the responsibility of the personnel to whom it is issued.
- E. Division personnel required to possess uniforms shall maintain their uniforms and replace worn or outdated parts in accordance with uniform regulations.
- F. **Division** personnel working an assignment requiring the issuance of uniform parts specific to **an** assignment shall return those **serviceable** uniform parts to the **Property Control Unit** stockroom within 14 days after leaving the assignment.
- G. Uniforms shall be clean and **wrinkle free**. Badges, nameplates, chrome or brass accessories, and shoes shall be clean, polished, **and undamaged**.
- H. **Religious garments, symbols, jewelry, or insignia shall not be visible while in uniform except as authorized for chaplains.**

I. Physical Appearance Standards

1. Hair Standards

- a. All Division personnel shall maintain their hair and hairpieces/wigs in a neat and clean condition.
- b. Hair colors shall be restricted to naturally occurring hair colors only.
- c. All sworn personnel shall wear their hair in a style and length that complies with guidelines established in this directive.
- d. Deviations from hair standards may be permitted with the approval of the involved employee's deputy chief, except when the police uniform is worn.
- e. Beards and mustaches of male civilian personnel shall be neat, trimmed, and appropriate for the business environment.
- f. Deviations from hair standards are not permitted when the police uniform is worn, except **when** authorized by the Chief of Police.
- g. Sworn male personnel

(1) Facial hair

- (a) Goatees are prohibited.
- (b) Beards are prohibited, except a beard ¼-inch in length may be worn when deviation is approved based on a medical necessity documented by a **healthcare provider**.
 - i) Sworn **personnel** requesting deviation from the beard policy shall forward a written request directly to the Division's Human Resources (**HR**) Manager and include the written documentation from their **healthcare provider**. The documentation must also include a diagnosis, restriction, and an estimated time period that deviation will be necessary.
 - ii) The **HR** Manager shall determine if sufficient documentation has been presented, approve or disapprove the request based on the documentation provided, and notify the employee and the appropriate chain of command.
 - iii) The Employee Benefits Unit (EBU) shall file and maintain the letter, documentation, and all requests for deviation from the beard policy.
- (c) Sideburns shall not extend below the middle of the ear canal.
- (d) Mustaches shall not cover more than half of the upper lip, extend more than ½-inch beyond the corner of the mouth, and extend downward on the sides lower than the bottom of the lower lip. Handlebar mustaches are prohibited.

(2) Hairstyles

- (a) Hair shall not exceed 2-inches in **height from the scalp** and shall be tapered on the sides and back. A moderate block cut is permitted.
- (b) Hair may touch the top of the ears, but shall not cover the outside surface of the ears.

- (c) Hair shall not touch the collar, except for the closely cut hair on the back of the neck.
 - (d) Hair shall not fall **beneath** the eyebrows and shall not be visible on the forehead when wearing **the uniform hat or other** police headgear.
 - (e) Length and style of the hair shall permit the proper wearing of the **uniform hat or other** police headgear.
 - (f) Hair shall be worn so as not to affect peripheral vision.
 - (g) The following hairstyles are prohibited:
 - i) Braids
 - ii) Ponytails
 - iii) Multiple parts
 - iv) Designs cut into the hair
 - v) Drastic changes in length
 - h. Sworn female personnel
 - (1) Hairstyles for uniform assignments
 - (a) Hair shall not exceed 3-inches in **height from the scalp**.
 - (b) Longer hair shall be arranged in an upward sweep or bun so as not to touch the collar, except for the closely cut hair at the back of the neck.
 - (c) Hair shall not be worn in braids or ponytails unless used to form a bun.
 - (d) Pigtails are prohibited.
 - (e) Hair shall not fall **beneath** the eyebrows and shall not be visible on the forehead when wearing the **uniform hat or other** police headgear.
 - (f) Hair shall be worn so as not to affect peripheral vision.
 - (g) Length and style of the hair shall permit the proper wearing of the **uniform hat or other** police headgear.
 - (h) Conservative hair clasps/barrettes matching the individual's hair color may be worn.
 - (2) Hairstyles for non-uniform assignments
 - (a) Hair shall be worn in a style suitable for the business environment.
 - (b) The hair style must be easily adaptable to comply with hair standards applicable to uniform assignments.
2. Fingernails
- a. Sworn personnel, **and** civilian personnel who have direct contact with prisoners, shall keep their fingernails trimmed to a length that will not hamper the critical tasks of their job, will minimize the risk of injury to prisoners, and shall not extend more than 1/8-inch beyond the end of the finger.

b. **Division personnel may wear** nail polish of a single color with no designs or decorations.

3. Tattoos

a. **Division Personnel:**

(1) Shall have no visible tattoos on the head, neck, or hands.

(2) Shall have **no** tattoos (visible or not visible) that depict obscene or gang-related images, or extremist or otherwise offensive images which may bring the Division into disrepute.

b. Sworn personnel shall have no visible tattoos except for grand-fathered tattoos. **Non-grandfathered tattoos** shall be covered. The means for covering tattoos may be determined by the Division, and the cost of the covering shall be paid by the employee.

Note: Refer to the Settlement Agreement between the City and the Fraternal Order of Police, Capital City Lodge 9, that was effective on January 1, 2010. The grandfathered tattoo list is maintained in the HR Bureau.

c. Civilian Personnel may be ordered **to** cover **exposed tattoos** by a **bureau commander/manager** or above.

4. Body Mutilations/Piercing

a. No visible mutilations or **gauges** shall be permitted.

b. **No visible piercings with jewelry (other than the ears) shall be permitted.**

5. Contact Lenses

a. Personnel may wear tinted contact lenses as long as the lenses are of a naturally occurring color.

b. Personnel shall not wear contact lenses that alter the appearance or shape of the iris.

J. Non-Uniform and Civilian Dress Code

1. While on duty, all Division personnel working non-uniform assignments shall adhere to the following dress code unless the duties of the assignment dictate otherwise **or** approval is granted in writing by the deputy chief.

a. Division personnel shall wear **attire** that:

(1) Is suitable for a business office environment.

(2) Presents a professional appearance.

(3) Is neat, clean, and **wrinkle free**.

b. Division personnel are prohibited from wearing:

(1) Shorts.

(2) Inappropriately revealing hemlines and necklines.

(3) Spandex clothing that conforms to the body, unless concealed by looser clothing.

- (4) **Denim (except as permitted for civilian personnel on casual Fridays).**
- (5) **Athletic apparel.**
- (6) Flip flops or similar style of footwear.
- (7) Any **attire** deemed inappropriate by the employee's supervisor or by the applicable bureau SOP.
- c. Male personnel shall wear:
 - (1) Business suit, **with collared, button-up** shirt, and tie; or
 - (2) **Pants, with collared, button-up** shirt, tie, and sport coat.
 - (3) The sport coat **and tie are** optional for civilian male personnel (**except bureau managers**).
- d. Female personnel shall wear:
 - (1) Business suit,
 - (2) Blazer with **pants** or skirt,
 - (3) Dress,
 - (4) Blouse with skirt or **pants**, or
 - (5) Comparable business-like ensemble.
- e. On legal holidays, Division personnel who will not be interacting with the public may dress more casually, but must maintain a professional image in accordance with their bureau's SOP.
- f. Division personnel on restricted duty shall wear a collared, button up shirt and pants at a minimum.**
- 2. Temporary deviation from this dress code requires the approval of the affected employee's bureau commander/**manager** and is limited to **30 days or less**.
- 3. Deviation from this dress code for more than **30 days** at a time requires the approval of the Chief of Police.
- 4. Division personnel shall comply with the specific dress code established by the Advanced Training Section and approved by the Chief of Police for training that lasts a complete tour of duty.
- 5. The Chief of Police may authorize units or personnel to wear a business casual uniform. The items must be purchased/acquired at no cost to the Division. The business casual uniform shall consist of the following:
 - a. The approved/authorized polo-style shirt in black or navy blue.
 - (1) Sworn personnel
 - (a) The Columbus Police badge shall be embroidered on the left breast of the shirt.

- (b) Officers shall have the first initial of *their* first name and full last name, followed by “#” and badge number (for example, J Doe #123) embroidered on the right breast of the shirt. Officers shall not have their rank embroidered.
- (c) Sworn supervisors shall have their rank (for example, Sgt, Lt, or Cmdr) and first initial of *their* first name and full last name (for example, Sgt J Doe) embroidered on the right breast of the shirt.
- (2) Civilian personnel shall have the **Division’s** patch embroidered on the left breast of the shirt.
 - (a) All civilian personnel shall have the first initial of *their* first name and full last name (for example, J Doe) embroidered on the right breast of the shirt.
 - (b) Civilian personnel shall not have an embroidered badge on their shirt.
- (3) All stitching shall be gold for sworn and civilian supervisors or silver for officers and non-supervisory civilians.
- b. The approved/authorized khaki or black colored pants with an appropriate belt.

K. Utility Uniform Requirements

- 1. The Chief of Police may authorize units or personnel to wear a utility uniform.
 - 2. When authorized, the utility uniform shall be worn during normal tours of duty.
 - 3. When authorized to wear the utility uniform, sworn personnel shall possess all the items needed to complete the uniform.
 - 4. Any deviation from the utility uniform requirements requires the approval of the Chief of Police.
- L. Personnel requesting to “wear-test” uniform items must obtain prior approval in writing from the Uniform Committee before contacting the Uniform Office or vendor. The testing personnel shall present *their* findings and recommendations to the Uniform Committee at the conclusion of the testing period.
- M. While on-duty or working special duty, sworn personnel directing or controlling traffic in the roadway or on public or private property shall wear either the Division-issued reflective vest, or the lightweight jacket or raincoat with the reflective striping visible on the outside.

N. Tactical Uniform Requirements

The Chief of Police has authorized tactical personnel to wear uniform parts or other items of clothing designed for use in special assignments or for tactical operations. Only authorized tactical uniform parts shall be worn.

O. Uniform and Accessories Standards

This section is an alphabetical list of detailed standards concerning specific uniform garments and parts. Some items listed, although approved for wear by the Chief of Police, are optional and must be purchased/acquired at no cost to the Division. The Division of Police furnishes **personnel** the items required by each of the appropriate collective bargaining agreements.

Note: All personal items worn while in uniform shall not distract from a professional appearance.

1. Badge

The badge shall be worn in the appropriate location on the left breast area of the outermost garment.

2. Belt

A plain black belt shall be worn with the police uniform pants.

3. Body Armor

- a. The Division of Police strongly encourages sworn personnel to wear body armor while engaged in law enforcement activities.
- b. When in uniform, all sworn personnel (except as excluded in Section II, **O,3,c**) shall wear the Division-issued body armor **with the white vest cover** unless the Division's official waiver, "Election Not to Routinely Wear Body Armor and Waiver" (only applicable to sworn personnel hired prior to September 30, 2007), has been signed and is on file with the Division prior to February 28, 2012.
- c. Sworn personnel who are working in a uniformed capacity in the below listed job assignments are not required to wear the Division-issued body armor during their normal tour of duty. Additional assignments may be added to this list at the discretion of the Chief of Police.
 - (1) Advanced Training Section
 - (2) **Field Training Office Unit**
 - (3) Recruit Training **Unit**
 - (4) Patrol Administration Section supervisors
 - (5) **Sworn** supervisors in the Communications Bureau
 - (6) Units where the utility uniform has been authorized.
- d. All sworn personnel may be required to wear body armor for certain high-risk operations, as specified by the Chief of Police, regardless of a waiver being signed and on file.

4. Decorations and Insignia

- a. Only decorations and insignia authorized by the Chief of Police may be worn.
- b. Gold braid or embroidered chevrons shall be worn on the sleeves of the **dress** blouse, lightweight jacket, winter-weight jacket, **and uniform shirts (for sergeants)** as follows:

- (1) Gold chevrons denote a sergeant
- (2) A single ½-inch gold braid denotes a lieutenant
- (3) Three ½-inch gold braids denote a commander
- (4) A single 2-inch gold braid denotes a deputy chief or the Chief of Police

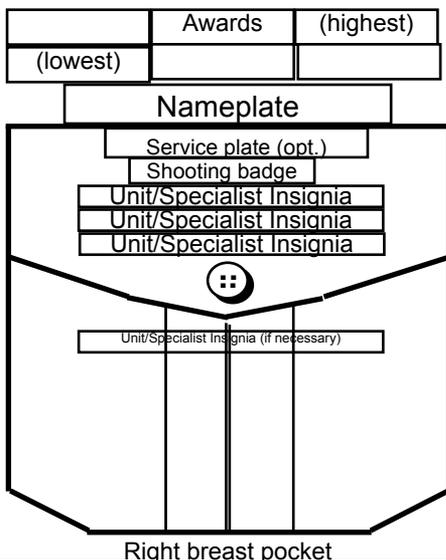
c. Rank insignia pins

- (1) Lieutenants shall wear silver bar pins centered ½-inch from the shoulder seam on the epaulets of the **dress** blouse, jacket, or topcoat.
- (2) Commanders shall wear silver oak leaf pins centered ½-inch from the shoulder seam on the epaulets of the **dress** blouse, jacket, or topcoat.
- (3) Deputy chiefs shall wear double silver stars equally spaced between the shoulder seam and the buttons of the epaulets of the **dress** blouse, jacket, or topcoat.
- (4) The Chief of Police shall wear four silver stars equally spaced between the shoulder seam and the buttons of the epaulets of the **dress** blouse, jacket, or topcoat.

d. Shoulder boards with rank insignia shall be worn with the uniform shirt and the approved sweater by lieutenants, commanders, deputy chiefs, and the Chief of Police.

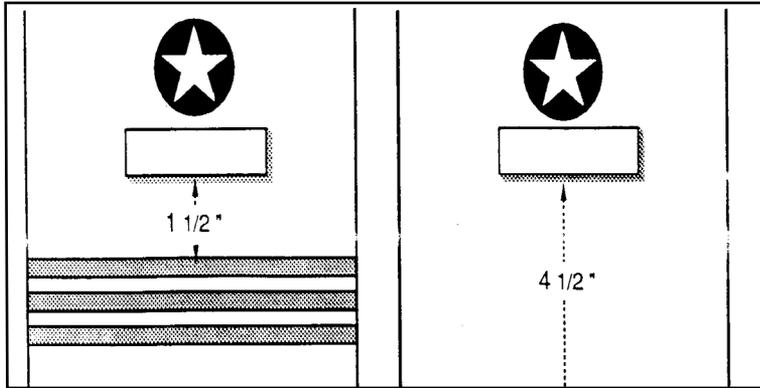
e. Nameplates shall be worn and service plates, award ribbons, shooting badges, and approved unit/specialist insignia may be worn on the assigned uniform shirt, **dress** blouse, or approved sweater.

- (1) The nameplate with **the** CALEA emblem shall be worn centered on the right breast pocket with the bottom edge of the nameplate touching the top seam of the shirt pocket. When wearing the approved sweater, the nameplate shall be worn in the area provided.



- (2) The optional service plate may be worn centered directly below and just touching the nameplate.
 - (3) Award ribbons shall be worn no more than three per row, centered directly above the nameplate. When wearing multiple ribbons, the highest award ribbon shall be positioned toward the center of the shirt. Additional award ribbons shall be worn in order of precedence from the center of the chest outward in descending rows. The metal frame of the award ribbon is embossed with a leaf pattern that shall be worn so that the leaves make a “V.”
 - (4) Shooting medals shall be worn centered just below the nameplate or optional service plate on the right breast pocket flap.
 - (5) Specialist insignia and specialized training (**for example**, FBINA, SPI, etc.) pins shall be worn centered on the right breast pocket flap below the nameplate, optional service plate, and/or shooting badge.
 - (a) Specialist insignia pins denote that additional training and requirements have been met (**for example**, Field Training Officer, and Crisis Intervention Team).
 - (b) **Only** specialist insignia and specialized training pins approved by the Chief of Police may be worn. Approved specialist insignia pins are posted on the Division’s Intranet under **the “Publications” link**.
 - (c) A maximum of two approved specialist insignia or specialized training pins may be worn on the right pocket flap of the uniform shirt under the nametag. Personnel may choose which current pin(s) to wear, but the order shall be in descending order, with the most recent at the top.
 - (d) Pins that are not approved or do not meet the above criteria can only be worn as outlined in Section II, **O**.
 - (6) The approved unit pin designating the wearer’s current primary unit of assignment may be worn on the left pocket flap under the badge. Only one pin may be worn in that location (**for example**, Motorcycle, SWAT, **or** Z5).
- f. A fourragère shall only be worn when authorized.
- g. Sworn personnel may wear the embroidered service insignia on **their outer garment(s)**. The embroidered bar denotes five years of service, and the embroidered star denotes ten years of service.
- (1) Commanders and lieutenants may wear embroidered service insignia on the left sleeve with the lower edge of the bar or the lower points of the star 1½-inches above the top edge of the uppermost gold braid.
 - (2) Sergeants and officers may wear embroidered service insignia on the left sleeve with the lower edge of the bar or the lower points of the star 4½-inches above the sleeve cuff.

- (3) When one or two stars are worn with a bar, the star(s) shall be worn centered above and just touching the bar. A third star is worn centered above and just touching the other two stars. No more than one bar shall be worn.



Left sleeve

Left sleeve

5. **Dress** Blouse

Sworn personnel may wear the **dress** blouse **as authorized or required by** the Chief of Police.

6. Earmuffs/Earband

Uniformed officers may wear plain black or dark blue earmuffs or **an** earband in severe weather conditions if they do not interfere with wearing the **uniform** hat.

7. Gloves

a. Sworn personnel may wear plain black or dark blue gloves only:

- (1) When wearing the approved **outer garment** in cold weather.
- (2) With the short-sleeve uniform during a tour of duty **only** when assigned to a motorcycle, bicycle, or mounted unit.

Note: Bicycle officers may wear "fingerless" bicycle gloves when riding the bicycle.

- (3) When conducting a search or other activity, such as changing a tire, to protect the hands.

b. Sworn personnel may wear white gloves with the long-sleeve uniform if **authorized** by the Chief of Police.

c. Gloves shall not be carried so that they are hanging out of a pocket when not being worn.

8. Gun belt and equipment

- a. The gun belt and related equipment shall be **the Division-issued** leather or poromeric (Corfam, Clarino, etc.) unless there is documentation from a **healthcare provider** specifying the need for a gun belt made from another material and approval has been given by the Division's **HR Manager**.
 - (1) Sworn **personnel** requesting a lightweight gun belt and related equipment shall forward a written request directly to the Division's **HR Manager** and shall include written documentation from their **healthcare provider**. The documentation must include a diagnosis, restriction, and an estimated time period that deviation will be necessary.
 - (2) The **HR Manager** shall determine if sufficient documentation has been presented and shall approve or disapprove the request based on the documentation provided and notify the employee and the appropriate chain of command.
 - (3) The EBU shall file and maintain the letter, documentation, and all requests for lightweight gun belts and related equipment.
- b. The following equipment shall be carried on the gun belt:
 - (1) Service pistol, fully-loaded with issued ammunition and carried in a Division-**approved** holster
 - (2) Ammunition holder containing magazines with the proper amount of issued ammunition
 - (3) Chemical **spray** and holder
 - (4) One or two pairs of handcuffs carried in one double or two single enclosed handcuff cases
 - (5) Walkie-talkie and holder
 - (6) Issued CVS mic pouch, **not required when wearing the body-worn camera**
 - (7) Taser and holder, when assigned
 - (8) **Optional** issued tactical baton and holder
 - (9) Optional flashlight and holder
 - (10) Optional rubber-glove pouch of a style approved by the Chief of Police
 - (11) **Optional tourniquet and holder**
- c. When wearing the **dress** blouse, lieutenants and above are not required to wear the regulation gun belt and equipment, but shall carry a fully loaded service **or "in lieu of" firearm** in a holster designed for concealment.
- d. Uniformed personnel **may, when appropriate**, wear an approved **firearm** on their pants belt, **but only when inside a police facility**.

9. Hat (*white eight-point, trooper-style, and watch cap*)

- a. Uniformed **personnel** should, wear an authorized hat both indoors and outdoors with the following exceptions:
 - (1) While inside a motor vehicle.
 - (2) While inside a police facility.
 - (3) When operational circumstances would dictate its removal.
 - (4) When common courtesy would call for the removal of the hat (for example, when making a death notification or attending a funeral).
 - (5) If officer safety could be jeopardized.
- b. Use of the fabric hatband with the white eight-point hat is optional.
- c. The optional trooper-style winter hat **or watch cap** may be worn by police officers, sergeants, lieutenants, and selected civilian personnel **in conjunction with an outer garment.**
- d. The optional trooper-style hat **and watch cap are** authorized for wear only **during the months of December, January, February, and March. The trooper-style winter hat and watch cap are only authorized for wear outside and in a cruiser when exposed to prolonged cold weather.**
- e. Officers assigned to the Bicycle, Motorcycle, or Mounted Units shall carry a black or dark blue ballcap with "CPD" emblazoned on the front and their badge number on the back to be worn when wearing the standard helmet would be impractical.

10. Jacket/Coat

- a. The lightweight jacket is standard issue for all sworn personnel below the rank of deputy chief. It may be worn with the uniform of the day.
- b. The winter-weight jacket may be worn by all sworn personnel.
- c. Jackets shall be worn zipped or buttoned up at least three-quarters of the way to the collar.
- d. The Division-issued base-layer jacket shall only be worn under an approved **outer garment.**
- e. Lieutenants and above may wear the topcoat over the **dress** blouse.

11. Jewelry (worn with the police uniform)

- a. A single tie tack or pin of a design in good taste may be worn on the tie.
- b. Sworn female personnel may wear a single pair of earrings of the post or button type in pierced ears.

12. Pants

- a. **Sworn personnel shall wear Division-issued pants while in uniform.**
- b. When standing, the hem of the uniform pants shall touch the top of the shoes.

13. Rainwear

- a. The reflective, reversible raincoat or rain suit is approved for wear by all sworn personnel.
- b. Uniformed sworn personnel shall not use or carry umbrellas.

14. Reflective Vest

The Division-issued reflective vest shall be worn by sworn personnel working traffic control, except as otherwise specified in this directive.

15. Scarf

- a. During cold weather, uniformed officers may wear a plain black or dark blue neck scarf (not a turtleneck scarf) tucked inside the coat.
- b. Sworn personnel may wear a plain black or dark blue turtleneck scarf during cold weather only during a tour of duty when they are assigned to ride a motorcycle, bicycle, or horse.

16. Shirts (white and blue uniform)

- a. Shirt sleeves shall have sharp creases and shall not be rolled up.
- b. All pocket flaps and cuffs shall be buttoned.
- c. Only the top button of the short-sleeved shirt, the blue long-sleeved shirt, **and the white long-sleeved shirt (if worn without a tie)** shall be unbuttoned.
- d. **Shirt pockets shall lay flat and not be bulging from items contained within.**
- e. Division-issued ID/key cards may be worn clipped to the shirt pocket only when in a police facility.
- f. A white crew neck shirt shall be worn under the shirt (**unless wearing a white mock neck turtleneck as outlined in II,O,23**). **The neck of the crew neck shirt shall not be visible when wearing a tie.**
(1) A white v-neck shirt may be worn under the long-sleeved shirt when wearing a tie.

17. Shoes/Boots

- a. Uniform shoes and boots must be plain black in an approved style, **and clean, polished, and undamaged.**
- b. Black rubberized boots/galoshes may be worn if necessary.

18. Socks

Uniformed sworn personnel shall wear plain black, dark blue, or white-soled socks as long as only the black or dark blue portions are visible.

19. Stocking caps

Black stocking caps may be worn only under the regulation police motorcycle, bicycle, or riding helmet.

20. Suspenders

Black or dark blue suspenders may be worn under the uniform jacket so as not to be visible.

21. Sweaters

- a. Sworn personnel in uniformed assignments may wear the approved pull-over or zippered v-neck sweater with the long-sleeved uniform shirt **with or without a tie**.
- b. The approved sweater shall be worn **in such a manner not to interfere** with the gun belt.
- c. The approved sweater may be worn in lieu of the uniform jacket or coat.

22. Tie

- a. The uniform tie shall be plain black fabric and shall extend to the area immediately above or below the belt buckle.
- b. **Officers and sergeants may, and lieutenants and above shall, wear the uniform tie with the long-sleeved uniform shirt.**
- c. The uniform tie shall not be worn with a short-sleeve shirt.

23. Turtlenecks

Officers and sergeants may wear **a white mock neck turtleneck, without a visible logo under the long-sleeved uniform shirt during the months of December, January, February, and March.**

24. Whistle and chain

- a. Uniformed officers and sergeants shall carry or wear the police whistle. When wearing the whistle chain, the large hook at one end of the chain shall be attached under the epaulet on the right shoulder so the whistle can be dropped into the right side of the right breast pocket of the outermost uniform garment, **or the whistle should be clipped to the shirt pocket.**