

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



Cross Reference: 8.08, **9.11, 11.06**
Supervisor's Manual: 4.00

I. Introduction

- A. The purpose of the full police uniform is to ensure that sworn personnel are easily identifiable to the public, **as well as to other Division and law enforcement 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. Class A Uniform

1. **The Class A Uniform shall be reserved for ceremonies, funerals, other formal occasions, or when approved by the Chief of Police.**
2. **The uniform shall consist of the following items:**
 - a. **White eight-point hat**
 - b. **Long-sleeve white shirt and tie**
 - c. **Nameplate and breast badge**
 - d. **Division-issued cargo pants for officers and sergeants and striped pants for lieutenants and above**
 - e. **Leather gun belt and gear**
 - f. **Uniform shoes/boots**

Note: The dress blouse may be worn by lieutenants and above.

3. **Service plates, award ribbons, shooting badges, and approved unit/specialist insignia may be worn.**

B. Class B Uniform

1. **The Class B Uniform should be worn as everyday wear by uniformed personnel.**
2. **The uniform shall consist of the following items:**
 - a. **Short-sleeve or long-sleeve navy blue button-up shirt**
 - b. **Division-issued navy blue cargo pants**
 - c. **Leather or nylon gun belt and gear**
 - d. **Uniform shoes/boots**

3. ***The approved external vest carrier with the short-sleeve or long-sleeve navy blue base shirt may be worn in lieu of the navy blue button-up shirt.***

C. Class C Uniform

1. ***The Class C Uniform is permitted for optional everyday wear for lieutenants and above.***
2. ***The uniform shall consist of the following items:***
 - a. ***Short-sleeve or long-sleeve white button-up shirt***
 - b. ***Division-issued navy blue pants***
 - c. ***Leather or nylon gun belt and gear***
 - d. ***Uniform shoes/boots***

- D.** 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.

Note: Personnel in specialized units, such as the Bicycle, Motorcycle, and Mounted Units, shall wear the uniform authorized for their specific assignment.

- E.** ***Sworn personnel wearing the dress blouse shall not wear the regulation gun belt and equipment. A fully loaded service or alternate firearm in a holster designed for concealment shall be carried.***

- F.** Division personnel shall not wear their uniform for personal reasons unrelated to the Division of Police.

- G.** ***Division personnel shall only wear authorized uniform garments and parts whenever required to be in uniform. The Uniform Ordering Site (UOS) should have only current authorized uniform items available that are supplied by the Division. Personnel may purchase other approved uniform items from the Division's uniform supplier at their own expense. Contact the Uniform Office with any discrepancies.***

- H.** Once a properly fitted and manufactured uniform **part** is received from a vendor, further alterations shall be the responsibility of the employee to whom it is issued.

- I.** Division personnel required to possess uniforms shall maintain **serviceable authorized uniform parts as needed to complete their assigned duties. All sworn personnel shall maintain at least one Class A Uniform. Sergeants and officers shall also maintain at least one approved navy button-up shirt regardless of assignment.**

- J.** Division personnel working an assignment requiring the issuance of uniform parts specific to that assignment shall return all serviceable uniform parts to the Property Control Unit stockroom within 14 days after leaving the assignment.

K. Uniforms shall be clean and wrinkle free. Badges, nameplates, chrome or brass accessories, and shoes shall be clean, polished, and undamaged.

L. Religious symbols, jewelry, or insignia shall not be visible while in uniform except as authorized for chaplains.

Note: Deviation from this policy to accommodate head coverings requires approval from the Chief of Police. **Personnel requesting a deviation *should contact the HR Manager for instructions about the accommodation process.***

M. Uniform and Accessories Standards

This section contains 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 (***metal or embroidered***)

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, **M,3,c**) shall wear the Division-issued body armor 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) Headquarters Operations Section supervisors

(5) Units where the utility uniform has been authorized

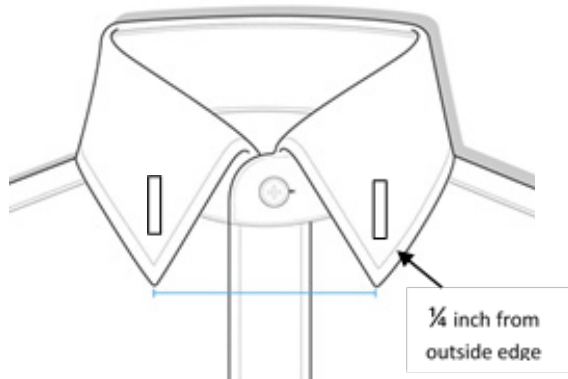
- d. All sworn personnel may be required to wear body armor for certain high-risk operations, as specified by the Chief of Police, regardless of a waiver being signed and on file.

4. External Vest Carrier

- a. ***The Division-approved ballistic panel carrier with embroidered badge on the left breast and last name and badge number embroidered on the right breast may be worn over the Division-approved navy blue short or long-sleeve base shirt. Sworn personnel may only purchase the approved external vest carrier from the Division's uniform supplier at their own expense.***
- b. ***Sworn personnel should only remove the external vest carrier within a secure police facility in areas not accessible to the public.***

5. Decorations and Insignia

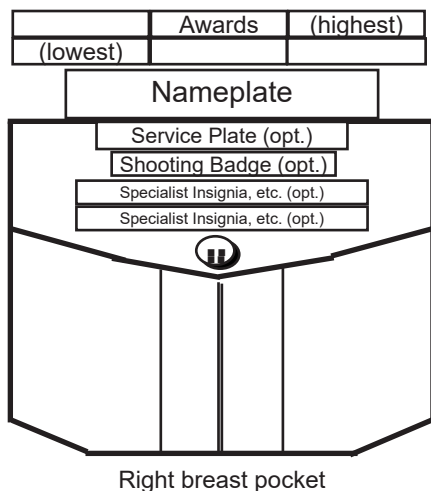
- a. Only decorations and insignia authorized by the Chief of Police may be worn.
- b. Gold braid or embroidered chevrons shall be worn on the sleeves of the dress blouse, lightweight jacket, winter-weight jacket, sweater (for lieutenants and sergeants), and uniform shirt (for sergeants) as follows:
 - (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, ***assistant 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. ***When wearing the navy blue uniform shirt, insignia pins shall be worn on both sides of the collar with the bottom of the pin angled ¼-inch from the outside edges of the collar, whether buttoned or unbuttoned.***
 - (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. ***When wearing the navy blue uniform shirt, insignia pins shall be worn on both sides of the collar with the bottom of the pin angled ¼-inch from the outside edges of the collar, whether buttoned or unbuttoned.***



- (3) Deputy chiefs shall wear two silver stars equally spaced between the shoulder seam and the buttons of the epaulets of the dress blouse, jacket, or topcoat. **When wearing the navy blue uniform shirt, insignia pins shall be worn on both sides of the collar with two points of the stars aligned with the seams of the lapel, whether buttoned or unbuttoned.**
- (4) **Assistant chiefs shall wear three silver stars equally spaced between the shoulder seam and the buttons of the epaulets of the dress blouse, jacket, or topcoat. When wearing the navy blue uniform shirt, insignia pins shall be worn on both sides of the collar with two points of the stars aligned with the seams of the lapel, whether buttoned or unbuttoned.**
- (5) 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. **When wearing the navy blue uniform shirt, insignia pins shall be worn on both sides of the collar with two points of the stars aligned with the seams of the lapel, whether buttoned or unbuttoned.**



- d. Shoulder boards with rank insignia shall be worn with the **white** uniform shirt and the approved sweater by lieutenants, commanders, deputy chiefs, **assistant chiefs**, and the Chief of Police.
- e. **The metal nameplate and breast badge** shall **only** be worn **with the white uniform shirt and/or the approved outer garment**. Service plates, award ribbons, shooting badges, and approved unit/specialist insignia may be worn **only** on the **white** uniform shirt, **Class A Uniform, or** dress blouse.

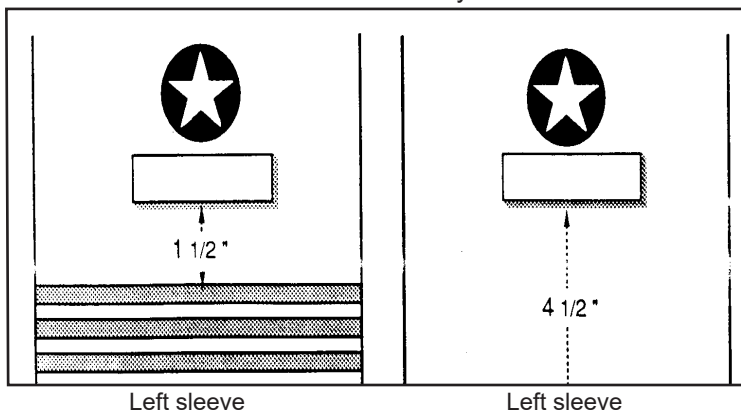


- (1) The nameplate with the CALEA emblem shall be worn centered on the right breast pocket with the bottom edge of the nameplate touching the top seam of the **white** shirt pocket. When wearing the approved sweater, the nameplate shall be worn in the area provided.

Note: When wearing a body-worn camera, it may be necessary to move the nameplate down on the right breast pocket to where the posts of the nameplate rest on the top seam of the pocket.

- (2) 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 **white** shirt 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."
- (3) The optional service plate may be worn centered directly below and just touching the nameplate.
- (4) Shooting medals may be worn centered just below the nameplate or optional service plate on the right breast pocket flap.

- (5) Approved specialist insignia (for example, Field Training Officer **[FTO]** and Crisis Intervention Team **[CIT]**), specialized training pins (for example, FBINA and SPSC), and enamel award ribbons from other law enforcement agencies may **only** be worn **on the white uniform shirt**, centered on the right breast pocket flap below the nameplate, optional service plate, and/or shooting badge. **When wearing the navy blue uniform shirt, FTO and CIT patches may be affixed to the shirt by the Division's uniform supplier. The FTO patch will be affixed to the right shoulder, and the CIT patch will be affixed to the left shoulder.**
- (a) Specialist insignia and specialized training pins denote that additional training and requirements have been met or successfully completed.
- (b) Approved specialist insignia pins are posted on the Division's intranet under the "Publications" link.
- (c) A maximum of two approved specialist insignia and/or specialized training pins or enamel award ribbons from other law enforcement agencies may be worn on the right pocket flap of the **white** uniform shirt under the nameplate. Personnel may choose which current pin(s) to wear, but the order shall be descending, with the most recent at the top.
- (d) Pins that are not approved or do not meet the above criteria shall not be worn.
- (6) The approved unit pin designating the wearer's current primary unit of assignment may **only** be worn **on the white uniform shirt**, 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 (braided shoulder cord) 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.

6. Dress Blouse

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

7. 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.

8. 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 **only** wear white gloves with the **white** 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.

9. Gun belt and equipment

a. The Division-issued leather or poromeric (Corfam, Clarino, etc.) **gun belt and related equipment shall be worn with the Class A Uniform and may be worn with the Class B and Class C Uniforms.**

b. The approved nylon gun belt and related equipment may be worn with the Class B and Class C Uniforms. Sworn personnel may purchase the approved nylon gun belt from the Division's uniform supplier at their own expense, or they may request the Division supply a nylon belt based on documentation from a healthcare provider specifying the medical need for a lightweight gun belt.

- (1) Sworn personnel requesting a ***Division-issued*** lightweight gun belt and related equipment shall forward a written request directly to the 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, approve or disapprove the request based on the documentation provided, and notify the employee and the appropriate chain of command.
 - (3) HR personnel shall file and maintain the letter, documentation, and all requests for ***Division-issued*** lightweight gun belts and related equipment.
- c.** 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 microphone and microphone 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
- d.** Personnel shall not carry keys or other small objects on their gun belts in the immediate vicinity of the trigger or trigger guard of the service weapon or holster.
- e.** Uniformed personnel may, when appropriate, wear an approved firearm on their pants belt, but only when inside a police facility.
- 10. Hat (*navy blue ball cap*, white eight-point, trooper-style, and watch cap)**
- a. In the Class A Uniform the white eight-point hat shall be worn with the following exceptions:**
- (1) While inside a motor vehicle
 - (2) ***While inside a police facility***
 - (3) ***When common courtesy would call for the removal of the hat***

- b. In the Class C Uniform personnel shall have the white eight-point hat available and may wear it at their discretion.**
- c. In the Class B Uniform, or other authorized navy uniform, personnel shall have the approved navy blue ball cap available and may wear it at their discretion.**
- d.** Use of the fabric hatband with the white eight-point hat is optional.
- e.** The optional trooper-style winter hat or watch cap may be worn by sworn personnel and select civilian personnel in conjunction with an outer garment.
- f.** The optional trooper-style hat and watch cap are authorized for wear only during the months of November, 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.

Note: During periods of cold weather occurring outside the authorized timeframe, lieutenants may approve the wearing of the cold-weather hat(s) only for a specific event or reason, and they must be able to articulate the weather conditions causing the deviation.

11. 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.

12. 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.

13. 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.

14. 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.

15. Reflective Vest

The Division-issued reflective **traffic** vest shall be worn by sworn personnel working traffic control except as otherwise specified in this directive. If deployed in riot gear, sworn personnel are required to wear their traffic vest **marked with their badge number** over the chest protector and mount the body-worn camera on the front of the vest.

16. Scarf

- a. During cold weather, uniformed sworn personnel may wear a plain black or dark blue neck scarf (not a turtleneck scarf) tucked inside the coat.
- b. Uniformed 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.

17. Shirts (white and **navy** blue uniform)

- a. Shirt sleeves shall have sharp creases and shall not be rolled up.
- b. All pocket flaps and cuffs shall be buttoned **or fastened**.
- c. **When wearing a shirt without a tie, only the top button may be unbuttoned.**
- d. Shirt pockets shall lay flat and not bulge 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 **white uniform shirt and a black crew neck shirt shall be worn under the navy uniform shirt** (unless wearing a white **or black** mock neck turtleneck as outlined in Section II, **M,24**). The neck of the crew neck shirt shall not be visible when wearing a tie. **A white v-neck shirt may be worn under the long-sleeved shirt when wearing a tie.**

18. 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.

19. 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.

20. Stocking caps

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

21. Suspenders

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

22. 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.

23. Tie

- a. The uniform tie shall be plain black fabric and shall extend to the area immediately above or below the belt buckle.
- b. Sworn personnel may **only** wear the uniform tie with the **white** long-sleeved uniform shirt.
- c. ***The uniform tie shall be worn with the Class A Uniform.***

24. Turtlenecks

- a. Sworn personnel may wear ***the approved*** white mock neck turtleneck under the **white** long-sleeved uniform shirt.
- b. ***Sworn personnel may wear the approved black mock neck turtleneck under the navy blue long-sleeved uniform shirt.***
- c. Sworn personnel may only purchase the approved **white or black mock neck** turtleneck(s) from the Division's uniform supplier at their own expense.

Note: Sworn personnel may continue to wear previously purchased mock neck turtlenecks embroidered with "CPD." Newly purchased mock neck turtlenecks will have no embroidery.

25. Whistle and/or Chain

- a. Uniformed officers and sergeants shall carry or wear the police whistle.
 - (1) ***The whistle chain shall only be worn with the white uniform shirt.*** 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.
 - (2) The whistle used without the chain may be ***carried in a pocket*** of the outermost uniform garment.

N. 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. ***Unless in uniform or business casual attire has been approved,*** Division personnel shall wear ***traditional business*** attire, ***such as a suit or dress, when appearing in court or interacting with the public.***

b. When not required to wear traditional business attire, Division personnel shall wear business casual attire that:

- (1) Presents a professional appearance; and
- (2) Is neat, clean, and wrinkle free.

Note: Examples of business casual attire include dress pants, khakis, skirts, collared shirts, blouses, and sweaters.

c. Division personnel are prohibited from wearing the following attire:

- (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 or in accordance with training course guidelines)
- (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

d. Division personnel on restricted duty shall wear business-appropriate clothing as outlined above.

2. **Deviation from this dress code requires the approval of the affected employee's bureau commander/manager.**
3. **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.**
4. **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.**

Note: Unit insignias are not approved.

- (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 the first initial of their first name and their 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 their 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** khaki-colored pants with an appropriate belt.

O. 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, 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.

P. 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.

Q. 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.

R. 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.

S. Physical Appearance Standards

1. Hair Standards
 - a. All Division personnel shall maintain their hair and hairpieces/wigs in a neat and clean condition.
 - b. **All** hair colors shall be of a naturally occurring hair color.
 - c. All Division personnel shall wear their hair in a style and length that complies with the 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. Deviations from hair standards are not permitted when the police uniform is worn, except when authorized by the Chief of Police.

f. Sideburns shall not extend below the middle of the ear canal.

g. Facial hair

(1) Mustaches

(a) Mustaches shall not cover more than half of the upper lip, extend more than ¼-inch beyond the corner of the mouth, and extend downward on the sides lower than the bottom of the lower lip unless connected to a beard or goatee. Handlebar and waxed mustaches are prohibited.

(2) Beards and Goatees

(a) Beards and goatees shall be connected to a mustache, shall be neatly trimmed to a consistent length not to exceed ¼-inch, and shall be appropriate for the business environment.

(b) All facial hair shall be connected and include no designs.

(c) The neck area shall be clean shaven.

(d) Shaped and styled beards are not permitted (for example, a chin strap).

Note: Sworn personnel may be required to shave for the annual respirator fit test or when the use of a respirator is likely.

h. Hairstyles for Sworn Uniform Assignments

- (1) Hair shall not exceed 3-inches in height from the scalp.
- (2) Hair may touch the top of the ears, but it shall not cover the outside surface of the ears.
- (3) Hair shall not touch the collar, except for the closely cut hair on the back of the neck.
- (4) Hair shall not fall beneath the eyebrows and shall not be visible on the forehead when wearing the uniform hat or other police headgear.
- (5) Length and style of the hair shall permit the proper wearing of the uniform hat or other police headgear, to include respiratory devices.
- (6) Hair shall be worn so as not to affect peripheral vision.
- (7) 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.
- (8) Conservative hair clasps/barrettes matching the individual's hair color may be worn.
- (9) Ponytails, pigtails, and braids are **only** permitted when used to form a bun.

(10) Designs cut into the hair are prohibited.

i. Hairstyles for Sworn Non-Uniform Assignments

(1) Hair shall be worn in a style suitable for the business environment.

(2) 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 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 ***unless they are cosmetic in nature (for example, wedding bands, eyebrows, eyeliner, etc.) and otherwise conform with and do not violate the Division's grooming and appearance policies.***

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

Note: Refer to the Memorandum of Understanding Regarding Tattoos between the City and the Fraternal Order of Police, Capital City Lodge 9, effective **August 6, 2021.**

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.

T. Replacing Uniform Parts

1. Personnel should only order replacement uniform parts on an as-needed basis through the UOS. In exigent circumstances, personnel may contact the Uniform Office or Property Control Unit to receive replacement parts from the Division's existing inventory. When transferring to a new assignment or unit, personnel should coordinate with the Uniform Office to order specialty items or first-issue equipment.

2. *Personnel shall only have access to and receive uniform parts authorized for their assignment. Personnel should contact the Uniform Office if there are any discrepancies on the UOS.*

Note: All uniform allotments will reset on March 1 of each year.

3. *Sergeants and lieutenants will be the primary approvers on the UOS.*
 - a. *Officers shall enter their immediate or covering sergeant to approve an order.*
 - b. *Commanders and above shall choose an appropriate lieutenant to approve an order.*
 - c. *Sergeants and lieutenants shall choose the "Uniform Office" to approve an order.*
4. *When the allotment for an authorized uniform part is zero on the UOS, personnel requesting a replacement item shall present the uniform part to their immediate supervisor for approval.*
 - a. *Personnel may only be allotted one replacement part for each unserviceable part presented.*
 - b. *Sworn personnel of the rank of commander and above shall instruct a lieutenant to allot replacement uniform parts on the UOS as needed.*
5. *The immediate supervisor shall inspect the item to determine if it is unserviceable and determine if the employee has a serviceable replacement or adequate serviceable supply of that item. If the supervisor recommends approval to allot a replacement item, notify the appropriate lieutenant.*
6. *Lieutenants shall be responsible for final approval of allotting items for replacement and for allotting those items on the UOS.*
7. *When an order notification is received for review, supervisors shall ensure all item(s) requested are authorized for the respective employee's assignment.*
8. *When a uniform part is required to be exchanged for a replacement item, the Uniform Office shall notify personnel when it is ready for pick up. Personnel shall present the uniform part to the Uniform Office prior to being issued the replacement.*
9. *For unserviceable uniform parts not being exchanged, personnel shall make those uniform parts unusable and shall discard the part upon issuance of a replacement item. Personnel shall also remove or cut any police emblems or patches prior to discarding any uniform parts.*