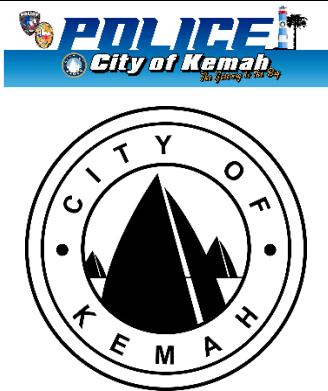


CITY OF KEMAH POLICE DEPARTMENT	
<u>POLICY:</u>	4.5 Uniforms, Appearance, & Equipment
<u>EFFECTIVE DATE:</u>	January 19, 2022
<u>REPLACE DATE:</u>	N/A
<u>APPROVED:</u>	<p><i>Chief H. D. Jones</i></p>
	<u>REFERENCE:</u> TBP: 1.11; 1.12; 2.13; 7.17; & 7.23



I. POLICY

Proper uniforms and equipment are essential to the performance of our law enforcement duties. Officers must present a professional image to the community we serve, one that promotes respect and confidence. All employees must strive to present a clean, well-groomed image when wearing the departmental uniform or representing the department in any capacity.

II. PURPOSE

The purpose of this policy is to provide officers with a list of uniform and equipment items and to provide a departmental dress code for all employees, sworn and unsworn.

III. UNIFORMS AND EQUIPMENT

- A. New employees shall be issued the uniforms and the equipment needed to perform their duties. Employees may purchase and carry additional items that are approved and authorized in writing by the Chief of Police. Employees will not wear, carry, or use any personally owned equipment without the written approval of the Chief of Police, a copy of which will be kept in the employee's personnel file. (TBP: 1.11)
- B. Each employee shall sign a departmental inventory sheet listing all uniform and equipment items issued to the employee. The inventory sheet will be maintained in the employee's training file.
- C. Employees are responsible for the uniforms and equipment issued.
- D. The employee's supervisor shall ensure that all departmental uniforms and equipment are returned in good condition to the department upon resignation, termination, or retirement. Penalty of payment may be incurred on missing and/or damaged equipment. Failure to return all items of city property may result in legal action against the employee. (TBP:1.12)
- E. Employees shall have as a part of their issued equipment a copy of the rules and regulations and a copy of the general orders manual. Employees shall maintain these and make appropriate changes or inserts as directed.

IV. UNIFORMS AND EQUIPMENT PROVIDED BY THE CITY

- A. Uniforms and equipment provided to police officers by the City of Kemah shall include:
 - 1. Three (3) pair of trousers
 - 2. Two (2) short-sleeved shirts
 - 3. Two (2) long-sleeved shirts
 - 4. One (1) tie
 - 5. One (1) shirt badge
 - 6. One (1) name plate
 - 7. Two (2) PD collar pins
 - 8. One (1) reflective raincoat
 - 9. One (1) reflective winter jacket
 - 10. One (1) set of leather gear which includes 1 belt, 2 handcuff cases, 1 magazine case, 1 radio case, 2 small keepers, 2 large keepers
 - 11. One (1) protective vest (body armor)
 - 12. One (1) traffic vest (reflective vest)
 - 13. One (1) baton holster
 - 14. Rank insignia as needed
 - 15. Flashlight holster
 - 16. Taster holster
 - 17. Taser
- B. Uniforms and equipment that are excessively worn or damaged are replaced by the department. An employee requesting replacement should have the items inspected by his/her supervisor, who will provide written approval for the replacement.
- C. With the written approval of the Chief of Police officers are allowed to purchase additional uniforms and equipment as needed or desired. These items may be purchased from any vendor, but they must comply with current uniform or equipment standards.
- D. Uniform items and equipment meeting departmental specifications and provided by individual officers shall include the following:
 - 1. Black or navy blue undershirts
 - 2. Black or navy blue socks
 - 3. Footwear, black polishable leather or patent leather
- E. Class A Uniforms or civilian business attire (coat and tie for men or equivalent for women) shall be worn for all court appearances.

V. PROTECTIVE VESTS (TBP: 7.23)

- A. Uniformed Officers, when working field assignments, shall wear department issued protective vests when on-duty or when off-duty if they are engaged in law

enforcement activities. Officers not working field assignments will maintain their vests where they are readily accessible. Readily accessible is defined as within 1 minute of being notified of an event. Any officer participating in any search warrant execution or other high-risk activity shall wear a protective vest.

- B. Body armor will be purchased by the department for all sworn officers. Body armor will meet guidelines and protocols established by the National Institute of Justice (NIJ).
- C. The Chief of Police may grant exceptions to this requirement during periods of extreme weather. During such periods, officers working in the field must keep their protective vests where they are immediately accessible within 1 minute.
- D. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness. Because dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.

VI. REFLECTIVE VESTS

Agency personnel are issued and shall wear the high-visibility reflective vest immediately upon arrival or as soon as practical when directing traffic or working at the scene of an accident. (TBP: 7.17)

VII. DEPARTMENTAL APPEARANCE REQUIREMENTS (TBP: 2.13)

- A. Uniform Employees
 - 1. When wearing the uniform, employees will be in full uniform, including all items that are integral parts of the uniform. All uniform and accessories must be clean and well pressed. No part of the uniform is worn with civilian clothing or vice-versa unless authorized by the Chief.
 - 2. Undershirts worn with an open-collar, shall be unseen short-sleeve V-neck navy blue or black in color. Shirttails will be worn tucked in at all times. Employees wearing a long-sleeved shirt may wear a navy or black turtleneck or mock turtleneck during cold weather. The turtle neck may have "Police" or "PD" blue writing that is visible to the public.
 - 3. Rank
 - Chief
 - a. Chief will wear 4 gold stars (total of 8 stars) on both epaulets on the uniform.

Captain

- b. Employees holding the rank of captain will wear $\frac{1}{2}$ - inch gold captain's bars (two gold bars) on each epaulet. The gold bars will be placed 1" from the shoulder edge of the epaulet. The bars will be centered.

Lieutenant

- c. Employees holding the rank of lieutenant will wear one $\frac{1}{2}$ -inch bar on each epaulet. The gold bar will be placed 1" from the shoulder edge of the epaulet. The bar will be centered.

Sergeant

- d. Employees holding the rank of sergeant will wear a red chevron patch approximately $\frac{1}{2}$ " below the department-issued shoulder patch with the single point up.
4. Nameplates. Each employee, regardless of rank, will wear a departmentally issued nameplate, centered immediately above the right shirt pocket topmost seam. The name plate will have the officer's first initial and last name. The name plate for officers holding the rank of sergeant or higher will be gold while those with rank below sergeant will be silver. When wearing embroidered uniform shirt, the embroidered name of the officer will replace the metal nameplate.
5. Department Shirt Badges. All sworn personnel when in the standard duty uniform will wear their department badge prominently displayed above the left-shirt pocket. When wearing an embroidered uniform shirt, the embroidered Department Badge of the officer will replace the metal Department Badge.
6. Department Shirt Collar Insignia. All sworn personnel when in the standard duty uniform will wear their issues PD pins on their uniform shirt collar. The bottom of the pins will be affixed a thumbs distance (approximately 1") from the point of the collar. When wearing an embroidered uniform, embroidered "PD" on the collar will replace the metal PD on each collar.
7. Footwear. Footwear will be solid black and capable of being shined. Officers must wear solid navy blue or black socks.
8. Officers are authorized to purchase and wear winter headgear. Winter headgear may consist of a navy blue or black knit cap with no visible logos or emblems. Acceptable visible logos may only say "police".

B. Award Ribbons or Medals

Commendation ribbons and medals approved for wear by the department will be worn, centered, above the nameplate on the uniform shirt, no more than three across and three up, and will be worn in order of importance. The wearing of commendation ribbons and medals is optional for those officers who are recipients of such awards while wearing the standard duty uniform and while assigned to standard duty assignments. **The wearing of commendation ribbons and medals is mandatory for those officers who are recipients of such awards in all formal settings.**

Written approval to wear other pins/insignia awarded/acquired by other agencies/businesses shall be approved by the Chief. Verification of award will be required. A copy of the written approval will be kept in the employee's file.

C. Plain Clothes Assignments (Sworn and Non-Sworn Employees)

With the exception of officers working in a covert capacity, clothing worn by employees in any departmental, non-uniform assignment will conform to accepted business practices. These include but are not limited to the following:

1. Slacks, dress shirts (long or short sleeved), ties (excluding bow ties), socks, shoes, and appropriate headwear.
2. Business or sports coats are optional unless required for a court appearance or other specific event or task.
3. Socks should coordinate with the pants. White socks are prohibited unless worn with boots that conceal the socks.
4. Footwear should be clean and polished, with heels and toes in good repair. Normal business shoes, including slip-ons (loafers) or lace-ups, are acceptable. Boots are acceptable, provided they are in good taste. Flip-flops are inappropriate. Shoes without a heel are not acceptable.
5. Female business attire will include the previously mentioned clothing and non-revealing blouses, skirts, dresses, and appropriate footwear. Flip-flops, shoes without a heel, and open toed shoes are not acceptable. (Examples of inappropriate clothing include but are not limited to blouses that are low cut exposing any portion of the breasts of the officer, skirts/dresses that are shorter than 4" above the knee when in a standing position.)
6. If a sidearm is worn on the waist, the officer's department badge must be prominently displayed next to the sidearm.

7. Plain-clothes officers may wear a vest or jacket that readily identifies the wearer as a police officer during call-outs, specific assignments, or extra-duty assignments when appropriate.
8. Plain-clothes sworn personnel are required to maintain at least one complete standard uniform at all times in case they are called upon for uniformed duties.

D. Special Assignments

Employees placed in special assignments, including covert or undercover assignments, special events, or other special operations, will wear clothing approved by the Chief of Police or the supervisor of the operation.

E. Court Attire

Officers attending court will be in Class A uniform or civilian clothes. (Civilian clothing will adhere to and follow guidelines outlined in this policy under Section C Plain Clothes Assignments.)

F. Physical Appearance

1. Employees shall maintain their physical appearance in accordance with good taste and professionalism. Hair shall not be dyed, colored, or styled in a manner that would draw undue attention to the employee. Female employees will apply their makeup tastefully. Male employees shall not appear for work needing a shave or haircut.

G. Hair length

1. Male employees shall wear their hair so as to present a groomed appearance. Hair will not extend past the collar at the back of the neck. Hair on the sides will not extend below the top of the ear and must be mildly tapered. Hair in the front will not extend below the middle of the forehead. Sideburns may extend no lower than the lowest tip of the employee's ear lobe. They shall be of a naturally even width and shall end with a clean-shaven horizontal line.
2. Female employees shall wear their hair so as to present a groomed appearance. They shall not be restricted as to the length of their hair; however, if the hair extends below the bottom of the collar, it shall be secured in a bun or ponytail. The length of the ponytail shall not extend beyond the yoke of the back of the uniform shirt. The hair shall not hang in the employee's face, either in front or the sides. Employees may wear a black or navy hair band to prevent hair from entering the employees face either in front or on the sides. Their hair band, cloth or elastic no self-tie bands permitted, shall not exceed 2" in width when worn on the head.

H. Mustaches and beards

1. Mustaches will not extend beyond the corner of the mouth on a horizontal line, nor below the corner of the mouth on a vertical line, nor below the top line of the upper lip. They shall be neatly trimmed at all times.
2. Beards must be worn with a mustache. Beards are to be kept trimmed and may not exceed a $\frac{1}{4}$ " in length. Beards will not be allowed to touch employee's "Adam's apple" and will be trimmed once they reach that area.

I. Jewelry

1. Earrings

Female employees may wear 1 pair of earrings, provided they are small and tasteful in appearance. Male employees are not permitted to wear any type of earring.

2. Necklaces

Employees may wear one necklace provided it remains concealed under their attire. The necklace must be tasteful in nature and shall not be longer than 18".

3. Bracelets

Employees are permitted to wear one bracelet. A medical bracelet consists of information consistent with medical treatment services needed in the event of an emergency.

4. Rings

Employees are permitted to wear one ring on each hand. Rings should be tasteful in appearance. The wedding ring will constitute 1 ring on the left hand. No thumb rings allowed.

5. Employees in civilian attire shall receive written approval from their supervisor to modify these regulations. Written approval will then be forwarded to the Chief for his authorization. A copy of the written approval will be kept in the employee's training file.
6. To present a uniform and objectively neutral appearance to the public, non-departmental jewelry or pins shall not be worn on the uniform at any time or on plain clothes while on duty unless specifically authorized by the Chief of Police. Police or military pins are allowed.

J. Personal Hygiene

Employees shall practice good personal hygiene at all times, including use of soap, water, and deodorant. Employees shall not report for work emitting an offensive body odor. A moderate amount of perfume or aftershave may be used.

K. Tattoos, Body Art, Piercing, or Branding

1. Department personnel are allowed to have visible tattoos. Inappropriate or profane language tattoos may not be visible. This regulation does not apply to undercover officers when they are, in fact, undercover. No agency personnel will have inappropriate tattoos, body art, or branding that cannot be covered by official uniform or plain clothes apparel.
2. With the exception of pierced ears, body piercing is not authorized for any agency personnel while representing the department. Body piercing(s) must be covered by the official uniform or plainclothes apparel when agency personnel are representing the department.

VIII. USE OF DEPARTMENTAL FACILITIES AND EQUIPMENT AND EXPECTATION OF PRIVACY.

All employees, reserves, and volunteers are advised that the use of departmental facilities, lockers, vehicles, and any equipment, including computers, telephones, or other electronic devices, is governed by departmental rules and regulations and that there is no expectation of privacy regardless of whether locks, passwords, or privacy settings are employed.

Policy Implementation Ordered By:

Chief Holland D. Jones

Chief of Police

01/19/2022

Effective Date: