



TYLER POLICE DEPARTMENT

GENERAL ORDER: 06.100

	GENERAL APPEARANCE	
	EFFECTIVE DATE: 04-15-1991	
	REVISED DATE: 01-03-2024	
CALEA STANDARDS:		

06.101 PURPOSE AND RESPONSIBILITY

- A. In any organization the entire establishment may be judged on the actions and appearance of just one of its members. All persons associated of the Tyler Police Department must present a professional, neutral, and uniform image to effectively relate to all segments of the population they serve. There are certain regulations that are necessary to promote the personal safety of every member of the Police Department. As such, the Tyler Police Department reserves the right to establish reasonable standards of appearance and hygiene as a condition of employment.
 - 1. The regulations set forth in this chapter shall apply to all employees while on duty or when representing the Department, such as while working outside employment / assignments.

- B. It shall be the responsibility of every supervisor (sworn and non-sworn) to ensure that their subordinates are in compliance with these regulations. The Chief of Police makes the final determination on all questions regarding the appropriateness of an employee's appearance or hygiene.
 - 1. An employee may be sent home to correct any unacceptable appearance or hygiene issue.

- C. All employees shall practice good personal hygiene and grooming habits, so that, while on duty or when representing the Department, they do not offend others who are within close proximity. Employees shall present themselves in attire that is neat and clean with accessories that are in good working order and appearance.

06.102 GENERAL HAIRSTYLE AND GROOMING REQUIREMENTS

- A. The following are general guidelines that govern the style and length of hair, sideburns, moustaches, and beards for all employees of the Police Department.
 - 1. All Employees

a. General Hairstyle and Cut

- 1) If hair is present it must be combed and maintained in an orderly manner. The length and/or bulk of the hair must not present a ragged or unkempt appearance. This grooming standard must be upheld under all, but the most adverse conditions.
 - a) When combed, the hair of a male (Uniformed or Plain Clothes) will not fall beyond the mid-point of the ear or touch the collar except for the closely cut hair at the back of the neck.
 - b) When combed, the hair of a female (Uniformed only) may extend between 6 – 12 inches down the back, but no more.
 - i. Females assigned to non-uniform or administrative positions may wear their hair longer, but must comply with all grooming standards of this policy.
 - c) In accordance with the Texas Labor Code [Section 21.1095](#), hairstyles that are commonly associated with a particular race, including a hairstyle in which hair is tightly coiled or tightly curled, are permissible if neatly worn and do not extend away from the head..
- 2) In all cases, the bulk and/or length of the hair will not interfere with the normal wearing of all standard-issued headgear. Hair will not protrude onto the forehead below the band of properly worn headgear.
- 3) Wigs and hairpieces may be worn provided they comply with the hair style and length regulations.
- 4) Employees who frequently interact with the citizenry may not style their hair in an unusual or extreme fashion, including abnormal / unnatural hair colors or hair accessories (i.e. hair beads). The only exception to this would be styles protected by Texas Labor Code Section 21.1095 . Unusual styles include, but are not limited to:
 - a) Spiked,
 - b) Dreadlocks,
 - c) Mohawks,
 - d) Mullets,
 - e) Rattails,
 - f) Pigtails,

- g) Ponytails (males)
- h) Braids (males), and
- i) Shaved artwork, symbols or insignias.

b. Sideburns and Moustaches

- 1) If an individual desires to wear sideburns, they will be neatly trimmed and tapered. Sideburns will not be flared, nor be any wider at the bottom than their natural width at the top. Sideburns will not extend below the bottom of the ear lobe, shall end in a clean shaven horizontal line, and extend no more than one quarter of an inch off the face.
- 2) Male employees may have mustaches without other facial hair, but they shall be neatly trimmed and not extend:
 - a) More than half an inch beyond the corners of the mouth
 - b) Below the outer corners of the mouth
 - c) Below the upper line of the upper lip.

Extreme styles such as handlebar mustaches are prohibited.

- 3) The color of an employee's mustache, if worn, shall be consistent with the individual's regular hair color. Abnormal or unnatural multicolored facial hair is not permitted.

c. Beards and Goatees

- 1) The color of an employee's beard and goatee, if worn, shall be consistent with the individual's regular hair color. Abnormal or unnatural multicolored hair is not permitted.
- 2) Male employees are allowed to have beards or goatees as outlined in this subsection. If worn, beards and goatees shall be worn with an adjoining mustache and shall be at least one-quarter (1/4") and not more than one-half inch (1/2") in length. A beard length of 1/4" is normally the result of trimming with a standard #2 guard. A beard length of 1/2" is normally the result of trimming with a standard #4 guard.
- 3) Each calendar year the department shall authorize two growth periods of April 1 through May 15 and November 1 through December 15 for the new growth of beards and/or goatees. If an officer shaves his beard or goatee below the minimum one-quarter inch (1/4") length or does not attain the minimum length during an authorized growth period, the officer shall be required to completely shave all facial hair (except for an approved mustache) and will not be permitted to grow a beard or goatee again until the next authorized growth period.
- 4) Goatees with an adjoining mustache, a.k.a. circle beards, shall be neatly trimmed and conservative in appearance. The cheeks, jawline, and neck shall remain clean shaven.
- 5) Beards with an adjoining mustache shall cover the jawline and shall be neatly trimmed and conservative in appearance. The

cheeks shall be clean shaven and the beard shall extend no more than one inch (1") below the jawline

- 6) The following styles of facial hair are not permitted:
 - a) Chin Strap Beards: Beards that are trimmed to a thin line along the jaw line without a mustache.
 - b) Patchy Beards: Beards of uneven or patchy growth.
 - c) Stubble: Beards shorter than one-quarter inch in length.
- 7) Officer shall be required to trim and shave as appropriate to achieve the proper seal with a department issued gas mask or respirator when deployed by the Department. Officers may be required to shave when deployed on active military duty. If shaving is required for the use of a gas mask/respirator or for military activation, then the employee is allowed to immediately begin the regrowth of the beard or goatee he had prior to the deployment. The exception for military personnel only applies to deployments where officers receive orders to active military duty.

06.103 BODY ADORNMENT AND ACCESSORS REQUIREMENTS

A. Tattoos / Brands

1. Definitions

a. Brand – An identifying mark, figure, design, or word intentionally and indelibly placed on the skin through the abrading, burning, or cutting of the skin.

- 1) Branding that is visible to the public, whether in uniform, proper business-causal, or appropriate community attire shall remain covered while on-duty.

b. Tattoo – A mark, figure, design, or word intentionally and indelibly placed on the skin through the insertion of pigment under the skin.

2. Except for the restrictions listed below all employees are permitted to openly display any tattoo (uniformed and non-uniformed) deemed acceptable.

a. Tattoos on the neck, face, and any portion of the hands (aside from the exceptions listed below) are not permitted.

- 1) Cosmetic facial tattooing is acceptable if it is adjudged to be within reason and does not present a gaudy appearance.

- 2) Wedding ring / band tattoos are permissible, but shall be limited to only one (1) finger on one (1) hand.
 - b. Employees who regularly interact with the citizenry and have full or partial chest and back tattoos that are visible if a "V" or low cut shirt or dress is worn must remain covered.
 - c. All tattoos present on non-sworn, non-uniform personnel must be capable of being covered by the wearing of appropriate community attire.
 - d. All tattoos present on sworn and non-sworn uniform personnel must be capable of being covered by the wearing of a long-sleeve uniform shirt and uniform pants.
 - e. All tattoos present on sworn, non-uniform personnel must be capable of being covered by the wearing of appropriate long-sleeve business attire.
3. Employees who acquire a new tattoo that will be visible to the public when wearing a uniform or proper business-casual attire shall notify their immediate supervisor.
 - a. The supervisor shall inspect the tattoo to ensure the tattoo is acceptable and not offensive or inappropriate in nature.
 - b. Should the supervisor be unsure, the employee may be asked to cover the tattoo until a final determination can be made by the employee's chain of command.
 - 1) If the tattoo is determined to be unacceptable the employee shall be required to cover the tattoo while on-duty.
 - 2) Depending on the severity of the tattoo, disciplinary action may be taken, up to, and including termination.
 - c. Employees should consult with their chain of command prior to receiving any new tattoo. Doing this will provide the employee with feedback and assist in determining adherence with established guidelines.
 4. The Chief of Police reserves the right to permit the display or covering of any employee tattoo believed to be inappropriate, unfitting, or offensive.
- B. Employee fingernails shall be kept clean, reasonable trimmed, and display no color or ornamentation that may interfere with the execution of their duties and responsibilities or project a negative or unprofessional light on the Department.
- C. Jewelry
1. All uniformed employees may wear a wristwatch, a bracelet, and rings as noted in the policy statement directly below.
 2. Sworn employees may wear rings; however, only one (1) ring may be worn on each hand (*A wedding set is considered one ring*).

- a. Non-sworn employees may wear more than one (1) ring per hand as long as the number of rings does not project a negative image of the employee or an unprofessional light on the Department.
3. Sworn employees may wear necklaces as long as they are of a conservative type such as a gold or silver chain and are not visible while the uniform is worn.
4. Uniformed female officers may wear earrings or ear studs as long as the earrings or ear studs are of a conservative nature and worn in the ear. Earrings will be limited to two per ear and worn in the ear lobe. Hoop earrings will not be permitted out officer safety concerns. Ear cuffs are not permitted.
5. Uniformed male employees will not be permitted to wear earrings or studs while on duty.
6. The wearing of body piercing studs or any other form of jewelry through the tongue, nose, eyebrows or any other body part, except as described in number 4 above, that is visible to the public is strictly prohibited.
7. Items used by female officers to hold the hair in place will be concealed as much as possible and will be of a color and style that blends with the hair. Decorative items such as ribbons will not be worn in the hair.
8. The Police Department will not be liable for lost or damaged earrings or other jewelry.

G. Cosmetics

1. Male employees shall not wear cosmetics unless participating in a video program (i.e. televised interview, social media release, etc.) where it is recommended by media professionals for recording purposes and authorized by the Chief of Police or his designee.
2. The use of make-up by female employees, whether uniformed or in plainclothes will be such that it does not attract unusual attention.
 - a. This does not imply a plain look, but is meant to eliminate gaudiness.
3. The following detract from a professional image and are prohibited:
 - a. False eyelashes that are greater than 12.0 millimeters in length or unnatural in color (i.e. green, blue, purple, etc.);
 - b. Excessively applied makeup such as heavy eyeliner or eye shadow;
 - c. Bright and/or garish eye shadow, lipstick, or nail polish. Lipstick and nail colors will be either neutral or natural in color (i.e. Reds, pinks, beige, etc.);
 - 1) No unnatural colors are allowed (i.e. Green, black, blue, purple, fluorescent or metallic colors, etc.)
 - d. Glitter; and

- e. Artificial nails, if they interfere with the proper handling of equipment normally used in the employee's assignment.
- H. Body augmentation / mutilation for cosmetic or non-medical purposes that would normally be visible to the public is strictly prohibited. This includes, but is not limited to; adorning one's body through the insertion of foreign objects into or under the skin, pierced, split, or forked tongue, and/or stretched out holes in the ears, nose or other visible body parts.
- I. The use of gold, platinum, silver or other veneer caps for the purposes of dental ornamentation such as a "Grille" are prohibited. Teeth, whether natural, capped, or veneered shall not be ornamented with designs, jewels, initials, etc.
- J. Contact lenses may be worn only to correct an employee's vision pursuant to an ophthalmologist's prescription and shall be a clear or natural eye color. Contact lenses of an unnatural color or ornamental style are prohibited.
- K. Eyeglasses may be worn to correct an employee's vision pursuant to an ophthalmologist's prescription and may be clear or have subtle tinting such that the eye is visible by another (transitional lens). The use of department approved safety glasses is required when the employee is involved in a situation that dictates the need to help protect the employee's eyes such as firearms qualification.
 - 1. Sunglasses may be worn when an employee is working in an outside environment and shall be of a conservative style and tinting (**no mirrored sunglasses**). Extreme styles or designs with unusual or flashy colors are not permitted. Employees should remove their sunglasses when entering a residence or other enclosed structure or building.

06.104 GENERAL UNIFORM REGULATIONS – CLASS B

The regulations outlined below pertain to the wearing of the official Tyler Police Department **Class B** uniform and shall be adhered to at all times when the uniform is worn. The uniform shall consist of an issued long and/or short sleeve shirt(s), regulation trousers, issued ballistic vest, and assigned duty belt.

- 1. No tie will be worn with the short sleeve uniform shirt, but ties are optional with the long sleeve uniform shirt.
 - a. A black or navy blue turtleneck shirt may be worn by Traffic Officers who operate motorcycles with the long sleeve shirt.
 - b. A black or navy blue turtleneck shirt may be worn by uniformed officers during cold or inclement weather with the long sleeve shirt. This will be in place of the tie.
- 2. All personnel assigned to wear the uniform will report for briefing or detail at the designated time in complete uniform as prescribed in the provisions of this section. All officers will remain in complete uniform until the completion of their tour of duty.
- 3. Uniforms will be kept neat, clean, well pressed and in good repair at all times. Duty gear will present a clean and well-polished black appearance. While wearing the uniform, employees shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling and keeping hands in pockets.
- 4. The uniform will not be worn off-duty except when:

- a. Traveling to and from work.
 - b. Appearing in court.
 - c. Engaging in outside employment in an approved official police capacity.
 - d. Approval has been obtained from a Division Commander.
5. An incomplete uniform will not be worn at any time. No items of the uniform will be worn at any time except as a part of the complete uniform.
- The exception will be officers working off duty at an approved part-time apartment security job are allowed to wear civilian clothing with a police jacket, which has patches and a badge identifying the employee as a police officer.
6. No substitutes for issued uniform items will be allowed unless specifically provided for in this directive or specifically approved by the Chief of Police.

06.105 WEARING OF THE UNIFORM

A. Uniform Hat

- 1. Uniform personnel will wear the regulation hat that is issued by the department upon commencement of employment.
- 2. Crime Scene Unit personnel will be exempted when wearing the crime scene unit uniform.
- 3. The uniform hats will be worn by uniformed personnel while in uniform and the officer is:
 - a. Working special assignments as deemed necessary by the Chief of Police.
 - b. Motorcycle officers will be required to wear protective headgear at all times while riding a motorcycle on duty.
 - c. Personnel will be required to wear protective headgear at all times while riding a bicycle or T-3 on duty.
- 4. Uniformed personnel below the supervisory ranks will have a silver colored hat strap and hat badge.
- 5. Supervisors will have a gold colored hat strap and hat badge.
- 6. The following items are approved as special headgear and will only be worn at times when approved by the Division Commander.
 - a. Dark navy blue or black toboggans.
 - b. Dark navy blue or black Trooper hat, vinyl top with fur ear-pieces.
- 7. Any other headgear to be worn, due to medical reasons etc, will require approval of the Chief of Police.

The navy blue Stratton Campaign S-40-DB hat is approved to be worn only to protect officers from the elements (rain and sun). It is not authorized while inside any building. The hat will not be worn at funerals or any other formal ceremony. The hat will be purchased at the officer's own expense.
- 8. The department cover (cap) may be worn at any time on any shift by a uniformed employee who is on-duty, whether or not they are responding to or actively engaged in a call for service.

9. The Department cover (cap) may not be worn during the following situations:
 - a. Inside either police stations (Downtown and Faulkner)
 - b. Any court setting (municipal, county, district or federal)
 - c. While dining
 - d. A place of worship (when not actively engaged in a call for service).
 - e. During any solemn occasion or event.

B. Gloves

1. Only black gloves may be worn.
2. Gloves may be worn for protection from sharp objects or to avoid exposure to bodily fluids or blood born-pathogens. Gloves must completely cover the hand and fingers. Members of the Bicycle and Motorcycle Units are exempt from these glove requirements when performing duties requiring the use of the bicycle or motorcycle.
3. Gloves damaged during use or contaminated may become physical evidence or destroyed as appropriate under the circumstances.

C. Necktie

1. The tie will be regulation Police blue with no design. The tie will be a clip-on or a quick release type.
2. Tie tacks or tie clips should not be vulgar or profane in nature and should exhibit an air of professionalism.

D. Undershirts

1. Undershirts will be black crewneck T-shirts that contain no visible writing or pictures etc., and will be required on both long and short sleeve shirts when worn without a tie.
2. The Chief of Police may authorize different color T-shirts be worn with specific uniforms.
3. No long sleeve T-Shirts or thermal tops will be worn with short sleeve uniform shirts.

E. Shirts

1. All shirts will be regulation issue.
2. All buttons on the shirt will be buttoned at all times. Exception is the collar button on the short sleeved summer shirt, or the long sleeve shirt when worn without a tie. Sleeves will not be rolled up or turned under on any uniform. The only exception to this would be the rolling of the sleeves the minimum amount needed to display of the reflective safety strips on the short sleeve uniform shirt.
3. Alterations will be permitted to assure a proper fit from time to time, with the approval of the Division Commander.
4. No object except a pen, pencil or whistle chain and sunglasses (on a temporary basis) will be permitted to protrude from a shirt pocket unless specific permission is granted.

F. Trousers

1. All trousers will be regulation issue.

2. The trousers will be worn above the hips and straight across the stomach. The length should be such as to cause a break at the shoe top.
3. Alterations will be permitted to assure a proper fit from time to time, with the approval of the Division Commander.

G. Socks

Socks worn with the uniform with low-cut shoes will be black or dark navy blue in color and be at least 6 inches above the top of the shoe such that the employee's leg is not normally visible when seated or standing.

H. Shoes

1. Shoes worn with the uniform will be low quarter.
2. Shoes must be black, plain toe, lace up, smooth-grained leather or a similar synthetic material having an acceptable likeness to leather.
3. Soles will be black leather or synthetic material.
4. The stitching will be black.
5. Loafers, wingtips, or shoes with ornamental designs, buckles, or straps will not be accepted.
6. Black Coach type shoes are approved.

I. Boots

1. Boots may be worn by uniformed personnel if the trouser cuffs are worn on the outside of the boot tops. Boots must meet the following requirements:
 - a. They must be black-standard issued police boot.
 - b. The soles must be black leather or synthetic material.
 - c. Stitching will be black.
 - d. Toe style will either be round or medium round.
 - e. There will be no ornamental straps or stitching.
 - f. They should have a standard heel style.
2. Motorcycle boots will be worn only by uniformed personnel riding the motorcycles.
 - a. Approved motorcycle trousers will only be worn on the inside of high-top motorcycle boots.
 - b. Motorcycle high-top boots will be worn on the inside of regular issue trousers.

J. Jackets

1. All jackets will be regulation issue.

Other jackets purchased by officers must be approved by the Chief of Police.
2. Uniformed officers below the supervisory ranks will have silver buttons on the jacket.
3. Supervisors will have gold buttons on the jacket.

K. Badges

1. Only regulation issue badges will be worn by uniformed personnel.
2. Uniformed officers below the supervisory ranks will have silver colored badges.
3. Supervisors will have gold colored badges.
4. Sewn on cloth badges may be placed on the jackets.

L. Sleeve Patches

1. Only patches identified in this order will be worn with the uniform.
2. The Tyler Police Department patch will be worn on the left and right shoulder of the uniform shirt and the jacket.
3. All Special Unit Patches and their placement on the uniform shirt and jacket must be approved by the Chief of Police.

M. Name Tags (See diagram)

1. All uniformed personnel will wear regulation issued name tags.
2. Tags shall be worn centered 1/4" above the right breast pocket.

N. Wet Weather Items

1. Raincoats will be issued to uniformed personnel.
2. Uniformed personnel will only wear wet weather items issued by the Police Department with the exception of the following items that must be approved by the Chief of Police.
 - a. Black rain boots, rubber boots, or rain shoes.
 - b. Rain suits (two piece or thigh length).
3. Umbrellas will not be used by uniformed personnel.

Special consideration may be made for the protection of Department equipment.

O. Service Bars and Stars

1. Uniformed personnel may wear one service bar for each two (2) years of service on the long sleeved shirt and jacket.
2. Uniformed personnel may wear one service star for every five (5) years of service on the long sleeved shirt or jacket.
3. Service Bars and Stars will be worn on the left sleeve 1 1/2" above the cuff and centered on the outside of the sleeve. The stars will be worn above the cuff arranged horizontally in groups of two, then moving up the sleeve, where applicable. Bars will be worn above the stars.

No more than two bars will be worn on the uniform sleeve at one time.

P. Award Bars and Pins (See diagram)

1. Award bars may be worn as follows:
 - a. One award bar will be worn centered 1/8" above the name tag.
 - b. Two award bars will be worn centered 1/8" above the name tag, side by side with the highest honor bar worn closest to the left breast.
 - c. Three award bars will be worn with the highest honor bar centered 1/8" above two other bars in descending order of honor.

2. Pinettes will be worn as follows:
 - a. No more than two pins may be worn on the uniform. Only those pins approved by the Chief of Police may be worn on the uniform.
 - b. If a single pin is worn, the pin is centered over the award bars. If two pins are worn, the pins are to be side-by-side and centered above the award bars. One pin may be worn as a tie tack and the other worn centered over the award bars. The wearing of the longevity pinettes will be optional with uniform and plain clothes personnel.
 - c. The location for wearing of the longevity pinette on plain clothes officers is optional. Good taste should be exercised.
3. Other Insignia
 - a. With the approval of the Chief of Police other insignia may be worn on the uniform.
 - b. Placement will be designated by the Chief of Police.

Q. Collar Insignia

Rank insignia will be worn on the collar by Lieutenants, Assistant Chiefs, and the Chief of Police.

06.106 APPROVED DUTY GEAR AND SPECIAL EQUIPMENT FOR UNIFORM OFFICERS

- A. Most duty gear is furnished by the Tyler Police Department. The department provides the following items:
 1. Approved belts.
 2. Approved holster.
 3. Four belt keepers.
 4. Holding device for police baton.
 5. Magazine pouch or speedloader.
 6. Handcuff case(s).
 7. Radio holder.
 8. OC Spray holder.
- B. Handcuff keys, mini-flashlights and folding knives are permitted on the uniform belt. The folding knife must be in a case as described above. Whistles may be worn on the uniform belt. All optional duty gear will be smooth and black in color.
- C. All duty gear, whether issued or purchased, must be kept in good appearance and condition. Issued items needing replacement or repair will be submitted through the chain of command for replacement or repair.
- D. Only Batons/Impact Weapons and their holders that have been approved will be carried. All properly trained uniformed officers are authorized to carry batons. Uniformed officers have the option of wearing the baton on the uniform belt or having the baton in their assigned vehicle and should use good judgment as to when the baton should be carried.
- E. O/C spray is issued to sworn personnel. The O/C spray is to be carried at all times while in uniform or when making an arrest. Plainclothes personnel assigned to investigations are to carry the OC spray whenever they make arrests.

F. Body Armor

1. It is the policy of the Tyler Police Department to maximize employee safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of employee safety procedures.

2. **DEFINITION**

Field Activities: Duty assignments and/or tasks that place or could reasonably be expected to place officers or designated civilian personnel in situations where they would be required to act in enforcement rather than administrative or support capacities.

3. Issuance of Body Armor

- a. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
- b. All officers and designated civilian personnel shall be issued agency-approved body armor.
- c. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the employee shall be paid for by the employee. Examples of misuse include but are not limited to:
 1. Wear caused by faulty maintenance.
 2. Theft or loss due to negligence.

4. Use of Body Armor

- a. Body armor shall be worn by officers and designated civilian personnel that are participating in field training and any training exercises involving the use of firearms.
- b. Officers and designated civilian personnel that are assigned to a uniformed function and non-uniformed sworn officers are required to wear body armor while engaged in field activities both on duty and during off duty employment unless exempt as follows:
 - 1) When an agency-approved physician determines that an officer or designated civilian personnel has a medical condition that would preclude wearing body armor.
 - a) Should an employee receive a medical exemption, the employee's chain of command will review the essential functions of the employee's position and submit a recommendation to the Chief of Police regarding whether the employee is able to perform those essential functions without the body armor.
 - b) The Chief of Police will make the final determination regarding whether the employee can perform the essential functions of the position.

- 2) When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor; or
 - 3) Any time the Chief of Police or the Chief's designee determines that circumstances make it inappropriate to mandate wearing body armor.
5. While on duty, investigative and administrative support personnel that are not directly performing field activities will have the body armor readily available at all times.
 6. Inspections of Body Armor
 - a. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
 - b. Semi-annual inspections of body armor shall be conducted for fit, cleanliness, and signs of damage, abuse and wear.
 7. Care, Maintenance and Replacement of Body Armor
 - a. Personnel shall routinely inspect the assigned body armor for signs of damage and for general cleanliness.
 - b. As dirt and perspiration may erode ballistic panels, each employee shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
 - c. The employee is responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.
 - d. The employee is responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function.
 - e. Body armor will be replaced with a model that meets the guidelines and protocols established by the National Institute of Justice.
 8. Annually, the training unit will review the various types of body armor used by department personnel to ensure the armor remains in compliance with the current NIJ standards. The unit will submit a recommendation through the chain of command to the Chief of Police if a change is warranted.
- I. Special Use Items
 1. Items issued by the department to officers in specialized police positions are designated as special-use-items.
 2. Specifications for these items will be defined by the appropriate Division Commander and coordinated with the Chief of Police.
 3. Upon recommendation of the Division Commander having jurisdiction, final approval of these items will be made by the Chief of Police or the Chief's designate.
 4. A reflective vest will be worn by all officers while working accidents or directing traffic in the roadway.
 - J. Radio
 1. The department will issue each officer a portable radio, extra battery, home

battery charger, radio case, and remote microphone. The portable radio is to be worn when the officer is in uniform. This also applies when working an approved police related part-time job.

2. Each officer is to insure both batteries are fully charged and shall carry both batteries and their portable radio when on-duty.

06.107 RESERVED

06.108 INSIGNIA OF RANK

- A. Sergeants will wear cloth chevrons denoting the correct rank on each shirt sleeve.
- B. The Chief, Assistant Chiefs, and Lieutenants will wear insignias denoting the correct rank on the field uniform collar. Rank insignia is:
 1. Lieutenant - one gold colored bar.
 2. Assistant Chief - Two gold stars.
 3. Chief of Police - Three gold stars.

06.109 EMPLOYEES ATTENDING COURT

- A. Male employees attending court will be in traditional police uniform. The exception is a sport coat or suit, either of which must be accompanied by a tie.
- B. Female employees attending court will be in traditional police uniform. The exception is the wearing of slacks or pantsuits with a conservative blouse or sweater or the wearing of a dress.

06.110 AUTHORIZED AND ORDERING OF UNIFORMS

- A. The Department will issue uniforms to all uniformed officers. Replacement uniforms will be issued on an as-needed basis and officers may be required to turn in old uniforms when new ones are issued.
- B. The Chief of Police may approve special issues of uniforms for personnel due to promotions, change of duty or any emergency.
- C. If replacement uniforms are required for an officer to perform assigned duties, and still maintain a neat, clean and well groomed appearance, the officer's immediate supervisor will notify the officer's Lieutenant. If the Lieutenant approves the uniform items, the Lieutenant will forward the approval to the Lieutenant over the training unit so the items can be ordered.

06.111 ALTERNATE UNIFORMS

An Alternate summer uniform is allowed from May 1st through September 30th.

1. Shirts must be the approved standard uniform shirt.
2. Officers may choose to have no more than two uniform pants altered to the approved length for uniform shorts, at the expense of the officer. Length of the shorts must be no more than two inches above the top of the knee and must allow for a one-inch hem.

Officers choosing to wear the optional summer uniform must have a long uniform pant with them at all times when on duty, for court and other official departmental functions in which a full dress uniform or business attire would be appropriate.

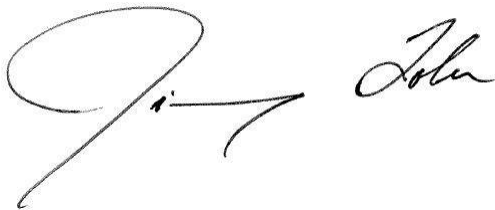
3. Shorts must be worn with a "Reebok" style low quarter shoe with black leather tops and black rubber soles. Boots or high top athletic shoes are not authorized while wearing the summer uniform.
4. Optional summer uniforms must be worn with a black ankle length sock. Rolled top or socks bearing stripes, commercial emblems or other insignia are prohibited.
5. Optional summer uniforms are not authorized for wear to off-duty employment.

06.112 BICYCLE OFFICER UNIFORMS

Bicycle officers are issued regulation bicycle uniform apparel that includes the long and short sleeve uniform shirt, long and short pants, and jacket. These officers are also issued special need items such as protective headgear, gloves, safety glasses, and other designated specialty equipment for use when on the bicycle.

Bicycle officers are not permitted to wear the bicycle uniform while performing part-time work unless the job specifically calls for riding a bicycle.

Approved: 01/03/2024

A handwritten signature in black ink, appearing to read "Jimmy Toler". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke extending to the right.

Jimmy Toler
Chief of Police