

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

**PLAIN CLOTHES REGULATIONS FOR OFFICERS
AND CIVILIAN EMPLOYEES**

06.200

REVISED 03/05/02

EFFECTIVE 04/15/91

06.201 NON-UNIFORM APPAREL WHILE ON DUTY (SWORN)

- A. All sworn personnel in the Department will wear the regulation uniform except those exempted by the Chief of Police.
- B. No employee assigned to wear the uniform will report for duty in civilian clothing without permission of the employee's immediate supervisor.
- C. Officers who work in a plain-clothes capacity will report for duty in conservative apparel appropriate to a business setting.
 - 1. Sworn male employees will report for duty in a suit, sport coat, or sweater with a conservative shirt. A tie is mandatory except when the sweater is a "crew cut" style that completely surrounds the shirt collar. Clothing may not be loud or gaudy colored and must be suitable for Court testimony at all times. Clothing made of denim material will not be permitted.
 - 2. Sworn female employees will wear slacks or pantsuits, with conservative blouse or sweater, or a dress. Clothing may not be loud or gaudy colored and must be suitable for Court testimony at all times. Low cut/revealing necklines are not permitted. Clothing made of denim material will not be permitted.
- D. Sworn non-uniformed employees will wear dress type footwear that is suitable for Court testimony unless approved by the Chief of Police. No tennis shoes or canvas type footwear will be permitted unless an employee is assigned to undercover or covert assignments. Socks are required.
- E. The following exceptions to the non-uniform apparel while on duty will be permissible:
 - 1. All officers will be permitted to wear the appropriate clothing to accomplish the specific police function they are attempting to achieve. Example: Vice and Narcotics and gang unit members may wear unconventional attire (non-business suits) when necessary to accomplish a unique mission, so long as the Unit Commander is aware of and notified of special needs.
 - 2. During the months of May, June, July, August, and September, personnel in non-uniform apparel will have the **OPTION** of wearing a tie, while working on duty. Otherwise, the above sections C1 and C2 in this order will be adhered to. Ties will continue to be mandatory while attending court, public speaking, and any other public engagements and formal events, while representing the Tyler Police Department.
 - 3. During cold or inclement weather, the turtleneck shirt may be worn under a conservative shirt in place of the necktie.

06.202 NON-UNIFORM APPAREL WHILE ON DUTY (NON-SWORN)

- A. Clothing for non-sworn personnel is to be conservative in style and should reflect a professional, business type environment.
- B. Non-sworn male employees clothing may not be worn, torn, or shoddy in appearance. Shorts of any form are not permitted.

- C. Non-sworn female employees clothing may not be worn, torn, or shoddy in appearance. Shorts of any form are not permitted. Low cut/revealing necklines are not permitted.
- D. Non-sworn employees must have footwear as required for sworn non-uniformed employees.

06.203 UNIFORM APPAREL FOR NON-SWORN EMPLOYEES

- A. Non-sworn employees that are required to wear an approved uniform shall report to duty in the assigned uniform unless exempted by the employee's Unit Commander.
- B. Non-Sworn employees in uniform are to wear the same footwear as required for sworn, uniformed personnel.
- C. Non-sworn uniformed employees are required to adhere to hairstyle guidelines prescribed for sworn, uniformed personnel.
- D. Non-sworn uniformed employees will adhere to the jewelry guidelines prescribed for sworn, uniformed personnel.

06.204 HAIRSTYLES FOR EMPLOYEES IN NON-UNIFORM APPAREL (SWORN AND NON SWORN)

- A. When wearing plainclothes while on duty or acting in the department's behalf, sworn male employees will be required to adhere to hairstyle guidelines prescribed for uniformed officers. The exception applies to the officer assigned in an undercover capacity.
- B. Hairstyles worn by personnel working undercover or covert assignments will be at the discretion of the Division Commander.
- C. When wearing plainclothes while on duty or acting in the Department's behalf, female officers may wear the hair in a contemporary style.
- D. Non-sworn female employees not in uniform may wear the hair in a contemporary style.
- E. Non-Sworn male employees may have facial hair that is well maintained and kept short and close cropped to be no longer than ½ inch in length and will be monitored by the employee's immediate supervisor to insure that a professional look is maintained.

06.205 JEWELRY FOR NON-UNIFORMED EMPLOYEES (SWORN)

- A. Non-uniformed employees may wear a wristwatch and/or bracelet.
- B. Rings may be worn however, only two on each hand is permitted. (A wedding set is considered as one ring).
- C. Necklaces are allowed as long as they are of a conservative type such as a gold or silver chain. Necklaces may be exposed for non-uniformed employees.
- D. Non-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. The wearing of studs or any other form of jewelry through the tongue, nose, eyebrows or any other body part visible to the public is strictly prohibited.

Non-uniformed male employees may be permitted to wear earrings or studs with approval of the

Police Chief. The wearing of studs or any other form of jewelry through the tongue, nose, eyebrows or any other body part visible to the public is strictly prohibited.

06.206 JEWELRY FOR NON-UNIFORMED EMPLOYEES (NON-SWORN)

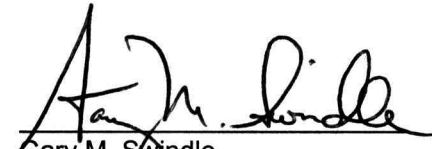
Jewelry for non-sworn personnel (male and female) may be permitted if of a conservative nature and the wearing of the jewelry does not impede the performance of the employee's job. The wearing of studs or any other form of jewelry through the tongue, nose, eyebrows or any other body part visible to the public is strictly prohibited.

Male employees may be permitted to wear earrings or studs with the approval of the Police Chief. The wearing of studs or any other form of jewelry through the tongue, nose, eyebrows or any other body part visible to the public is strictly prohibited.

06.207 EMPLOYEES ATTENDING SCHOOL (SWORN AND NON-SWORN)

- A. Employees attending schools as representatives of the Tyler Police Department will dress in a professional manner.
 - 1. Blue jeans may be allowed, so long as they are not worn, torn, or shoddy in appearance.
 - 2. Shorts or cut-offs will not be permitted.
 - 3. Hair will be maintained in accordance with existing policy.
 - 4. Tennis shoes may be worn, so long as they do not appear to be in need of repair. Sandals are not permitted.
- B. Employees attending the Basic Academy will wear the approved uniform and are subject to inspection by an on-duty supervisor.
- C. Employees attending schools other than the Basic Academy will dress in accordance with the policies of the school being attended.

Approved: 03/05/02


Gary M. Swindle
Chief of Police