

**TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS**



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| <b>TITLE:</b> UNIFORM, EQUIPMENT & GROOMING |          | <b>Number:</b> 410                |
| <b>Effective Date:</b> January 30, 2013     |          | <b>Review Date:</b>               |
| New   | X Amends | Rescinds                          |
| Authority:<br>Chief Alan M. Goldberg        |          | GO 410 dated march 10, 2008       |
|   |          | CALEA STANDARDS<br>22.2.5, 41.3.4 |
|   |          | Total Pages<br>10                 |

**01 Purpose:** To establish policy and guidelines for acceptable grooming standards and the wearing, use and replacement of Department uniforms and related equipment.

**02 Policy:** Officers and civilians shall strive to present a professional image, which reflects organizational pride. They shall maintain a neat and well-groomed appearance at all times. Except as authorized by the Chief of Police, uniforms and related equipment shall be worn by all members of the Department while on duty. Members shall wear and display only uniforms and items of equipment approved by the Chief of Police. Uniforms and related equipment shall be worn only during work, travel to and from work, or while engaged in police functions as approved by the appropriate Division Commander.

**03 Procurement and Issuance of Uniforms/Equipment:** Administrative Services shall be responsible for issuing and procuring all uniforms and equipment. Whenever possible, uniforms and equipment shall be taken from existing stock. The Commander of Administrative Services Division or designee shall order uniforms and equipment in compliance with this General Order and:

- A. Upon employment of a new member, or before if directed by command authority, establish appropriate sizes for the new member and procure all necessary items of equipment and uniforms.
- B. Prepare a “Uniform/Equipment Inventory” form and record each item as it is purchased or procured.
- C. Ensure that the new employee initials the form on receipt of each item, and signs the form when all equipment has been received.
- D. Ensure that the inventory form remains a permanent part of the employee’s personnel file.

**04 Uniform/Equipment Issuance to Sworn Personnel:**

- A. The City shall provide each newly appointed officer with all necessary uniforms and equipment from the list in TPPD Form 400-12a.
- B. Employees hired prior to July 1, 1995, must turn in their handgun and all magazines, ammunition, identification cards, and badges when their employment ends. They must also turn

in either their uniform patches or the piece of uniform to which it is attached. Employees may keep a Class A dress uniform to be worn on official occasions. The uniforms and equipment shall be returned to the Administrative Services Supervisor.

C. For employees hired on or after July 1, 1995, all uniforms and equipment remain the property of the City and must be returned upon separation from the Department, regardless of the length of employment. (If the officer is not in possession of the original issued item, it must be replaced with a like item in the same amount as was originally issued. If issued three pairs of pants, for example, three pairs must be returned even if they are not the original pants).

**05 Uniform/Equipment Issuance to Civilian Personnel:**

A. Uniforms and items of equipment necessary for civilian employees shall be issued by, and remain the property of, the City.

B. All requests for uniforms and equipment for civilian employees shall be made through Administrative Services.

C. Administrative Services is directed to issue applicable uniforms and equipment to civilian members from the lists in TPPD Forms 400-12a and 400-12b.

D. Those civilians not required or not wishing to be issued a uniform will wear appropriate attire.

**06 Clothing Allowance:**

A. All sworn members of the Police Department shall be issued an annual clothing allowance for the purpose of maintaining and replacing uniforms and other equipment necessary for duty. New sworn employees will begin to receive the allowance after one year.

B. Clothing allowance checks will be distributed by Administrative Services semi-annually.

**07 Care, Maintenance and Replacement:**

A. Each member of the Department is responsible for proper care and maintenance of uniforms and equipment.

B. After an original issue of uniforms is made, members are responsible for upkeep and shall replace worn or damaged uniform parts and accessories as necessary.

C. At all times, members shall maintain the minimum level of uniforms and equipment established upon entering on duty.

**08 Condition of Uniforms/Equipment:**

A. Uniforms will be neat, clean, pressed and properly tailored.

**B.** Brass and leather equipment will be kept polished and free of excessive wear. All snaps and buttons will be kept fastened as intended.

**C.** Any part of the uniform that is damaged or shows excessive wear shall not be worn.

**D.** Uniforms not presenting a neat and clean appearance or which are faded, torn, frayed or do not fit, shall not be considered proper uniform. Employees so attired may be subject to disciplinary action.

**09 Official Uniform Parts:**

**A.** Ammunition - Officers will carry and use only Department issued or approved ammunition. Patrol officers will carry at least thirty rounds contained in magazines. The magazine pouch shall be plain black leather, simulated leather, or nylon and shall be worn on the equipment belt on the side opposite from the weapon. Pouches may be worn straight up and down, or sideways, at the discretion of the officer. Magazines shall be secured by black snaps, brass snaps, or velcro.

**B.** Badge - The issued Department badge shall be worn over the left breast pocket of the outermost uniform in the loop or area provided. Any other badge worn must be of the same type. (Note: Refer to Section 10 in this Order for Mourning Band Protocol.)

**C.** Baton - An approved baton is to be carried in its holder by all uniform officers assigned to patrol duty.

**D.** Belt - Trouser - A plain black, simulated leather, or nylon belt shall be worn under the equipment belt. It shall have a buckle or velcro closure.

**E.** Belt - Equipment - The equipment belt shall be worn by all officers assigned to Patrol functions. The belt may be removed for performance of duties inside police headquarters. Equipment belts should be plain leather, simulated leather, or nylon web unless otherwise authorized, and may have a buckle or velcro closure. All equipment holders shall be of the same material as the equipment belt. Only a leather belt with the buckle closure with cross straps is allowed with the Dress Blouse uniform.

**F.** Belt Keepers - Belt keepers shall be used to affix the equipment belt to the trouser belt when necessary to maintain a neat appearance. Belt keepers and all other accessories shall be secured by black snaps, brass snaps, or velcro closures.

**G.** Rubber Boots - Approved plain black rubber boots may be worn in inclement weather at the discretion of each officer.

**H.** Collar Insignia - State seal collar insignia shall be worn on each lapel of the Dress Blouse. Civilian uniformed employees shall wear the state seal collar insignia as part of their regular uniform of the day.

**I. Firearms** - The issued Department firearm shall be carried by all uniformed officers while on duty unless prior approval is granted by the Chief of Police.

**J. Handcuffs** - Issued handcuffs shall be carried by all officers while on duty. Uniformed officers wearing equipment belts will carry handcuffs, except when in use, in an enclosed case or on a loop attached to the equipment belt. Handcuff cases and loops shall be plain black leather, simulated leather, or nylon web and shall be secured by black snaps, brass snaps, or velcro. Officers who wish to carry an additional set may do so, provided both pairs are carried in a double case made for that purpose. Additional handcuffs carried must be approved by the Commander of Administrative Services.

**K. Handcuff Key** - Officers shall carry a handcuff key on their persons at all times while on duty.

**L. Hats, Uniform** - Patrol officers shall have their uniform hat available in their assigned vehicles at all times. Wearing of the uniform hat shall be at the officer's discretion, with the following exceptions:

1. During formal functions of the Department, such as parades, funerals or ceremonies.
2. As otherwise directed by a supervisor.

**M. Hat, Baseball** - A black fitted baseball hat shall be available. The approved department emblem shall be sewn or embroidered on the front. Officers authorized to wear the baseball hat are:

1. Officers conducting an operation in plain clothes, where officer identification is essential.
2. Members of the firearms instructor staff, while conducting training.

**N. Hat Cover** - A clear or black plastic hat cover may be worn during inclement weather at the discretion of each officer.

**O. Holsters** - Uniform holsters must be plain black leather, simulated leather, or nylon web. Only holsters that conform to the Department's firearms policy will be authorized.

**P. Identification Cards** - Employees shall carry Department I.D. cards at all times.

**Q. Insignia** - All approved insignia or patches including designations of rank, service stripes or awards, shall be worn only upon proper authorization and only in compliance with uniform standards established by the Department.

**R. Jackets** - Police jackets of the corresponding uniform style may be worn in conjunction with the uniform.

**S. Name Tags** - The Department nametag shall be displayed on the outermost garment of the uniform by all uniformed officers while on duty. For the Class A and Class B uniform, the nametag shall be metal, rectangular in shape, and silver in color.

**T.** Traffic Vest - Except under exigent circumstances, the approved High Visibility (HiVis) traffic vest shall be worn when directing traffic and/or other instances requiring work in the roadway.

**U.** Raincoats - The approved raincoat may be worn in inclement weather. The raincoat shall be reversible black and HiVis. A black raincoat/overcoat is authorized for Class A dress uniforms.

**V.** Shirts - Approved uniform shirts shall be worn by all uniformed members while on duty. Undershirts shall be worn with the summer short sleeve shirt. When the undershirt is visible, it must be plain black with the Class B uniform.

**W.** Ties - The black tie shall be worn with the Class A uniform and/or the uniform of the day for designated details.

**X.** Trousers/Shorts - Approved trousers/shorts shall be worn by uniformed officers while on duty.

**Y.** Whistle - A police whistle will be kept available at all times by patrol officers while on duty.

**Z.** Flashlight - The Stinger flashlight, or a version of it, shall be carried in a plain black flashlight holder on the equipment belt.

**AA.** Radio Holder - An issued plain black leather, simulated leather or nylon radio holder shall be carried on the equipment belt.

**BB.** Pepper Spray - The issued pepper spray shall be carried in a plain black leather, simulated leather, or nylon web pepper spray holder on the equipment belt.

**CC.** Footwear - An oxford shoe or boot of smooth black leather or similar material with a plain rounded toe or toecap, standard heel, and toe shape shall be worn. Straps, buckles, designs or decorative adornments shall not be allowed. Plain black or navy blue socks shall be worn at all times while on duty.

**DD.** Armband - The issued yellow reflective "POLICE" armband shall be worn over the outer garments of the arm as an identification device by on-duty, non-uniformed officers and off-duty officers engaged in official police business in order to reduce the likelihood of misidentification as criminals, crime scene confusion and false reports.

**10 Mourning Band Protocol:** A black mourning band shall be worn on the law enforcement badge only in the following circumstances:

- Upon the line of duty death of an active TPPD law enforcement officer. The mourning band should be worn for a period of thirty days from the date of death.
- By all officers in uniform or in civilian clothing while displaying a badge and attending the funeral of an TPPD officer. Upon the completion of the funeral, the mourning band shall be removed.

- Upon the line of duty death of a law enforcement officer from a neighboring jurisdiction. The mourning band will be worn from the date of death and removed at the conclusion of the day of burial.
- National Peace Officers Memorial Day (May 15<sup>th</sup>).
- The day of any memorial service dedicated by this department for honoring TPPD officers who have died in the line of duty.
- At the direction of the Chief of Police, when special circumstances dictate that a departmental display of official mourning is appropriate.

The preferred mourning band is a solid black band that will fit tightly around the department's badge. The width of the black band should not exceed ½ inch. Mourning bands may be purchased from the Officer Down Memorial Page, Inc., at [www.odmp.org](http://www.odmp.org).

**11 Optional Uniform Accessories and Equipment:** The following articles of clothing may be purchased by officers of the Department and worn in conjunction with the official uniform. Regulations pertaining to the style and wearing of such equipment are:

- A. Gloves** - Plain black gloves may be worn in conjunction with the winter uniform.
- B. Knife, Cases** - Officers may carry a folding knife in a plain black leather, simulated leather or nylon web folding knife case on their equipment belt. The knife blade shall be no more than 5 inches.
- C. Scarf** - A black scarf may be worn with the winter uniform. When worn, the scarf must be kept inside the police jacket. The scarf shall be a solid color and free from any design.
- D. Hat, Knit** - A black knit hat may be worn with the winter uniform. The hat shall be a solid color and free of any design other than an approved department emblem.
- E. Turtlenecks** - A plain black turtleneck may be worn with the winter uniform. The turtleneck shall be a solid color and free of any design or embroidering. They are to be worn underneath the uniform shirt.
- F. Sunglasses** - Each member of the Department is allowed to wear sunglasses during daylight hours at his or her discretion. Sunglasses must have conservative frames without mirrored or reflective lenses.
- G. Sweaters** - A commando type black crew neck sweater may be worn with the winter uniform. When worn as an outer garment with the Class B winter uniform, the sweater shall display the issued gold badge and name tag on nylon patches sewn in the appropriate area for that purpose. The Department patch shall be sewn on the shoulder and gold rank insignia shall be displayed on the epaulets.

**12 Permitted Uniform Parts:** Any article of clothing or uniform accessories not described in this General Order shall be worn only when authorized and regulated by the Chief of Police or his/her designee.

**13 Special Uniform Parts:** Articles of clothing and uniform accessories approved by the Department for use in special circumstances shall be designated special uniform parts. They shall be kept and maintained pursuant to Department policy as designated by appropriate component commanders.

**14 Authorized Uniform of the Day:** Exceptions or modifications to the proper uniform shall be determined by the Chief of Police, or Patrol Operations Commander. Civilians shall wear the uniform of the day or other appropriate attire. Unless otherwise directed, officers shall wear the complete uniform of the day while on duty, as follows:

**A. Class A:** This uniform will be worn when directed by command authority.**1.** Lieutenants and Above - Dress duty hat, dress blouse, white long sleeved shirt, necktie, dress trousers, dress shoes, hat, white gloves.

**2.** Sergeants and Below - Dress duty hat, dress blouse with stripes on the sleeve, equipment belt with cross-strap and buckle, white long sleeve shirt, necktie, dress trousers, dress shoes, hat, white gloves.

**B. Class B Winter** - Long sleeve shirt with approved rank insignia, with or without jacket, and corresponding trousers.

**C. Class B Summer** - Short sleeve shirt with approved rank insignia, open collar, and corresponding trousers. During periods of inclement weather or below normal temperatures, a jacket may be worn with the summer shirt.

**D. K-9 Uniform** - Refer to General Order 650.

**E. Bicycle Uniform** - Refer to General Order 659.

**F. CIS** - Detectives shall wear a suit or a sport coat, trousers and a tie. Other attire may be worn that is approved by the Criminal Investigations Commander based on assignment.

**G. Civilians/Light Duty Employees** - Civilians and light duty employees shall wear casual or formal business attire. Slacks, pants, or skirts are acceptable. Blue denim jeans, sweats or warm-up suits, tank tops, tube tops, leather outfits, miniskirts, and spandex are not allowed. Clothing that exposes the midriff or are revealing shall not be worn. Shoes shall be appropriate for specific assignments. Bermuda style shorts may be worn. All attire shall be in good repair without holes or fraying.

**H. Training** - Casual or business attire (described above) shall be worn unless otherwise directed.

### **15 Personal Appearance and Grooming, Sworn/Civilian:**

**A. Hair Style:** Officers and uniformed civilian personnel shall keep their hair trimmed, clipped, styled or arranged so that it does not extend below the top of the uniform collar or interfere with wearing the uniform hat. In the interest of officer safety, pigtailed, ponytails, or braids may not be worn loose. Hair may be worn up with inconspicuous pins. Hair must be a naturally occurring color. When the uniform hat is worn, hair shall not be visible under the visor.

**C. Makeup:** Officers and uniformed civilian personnel may wear light makeup.

**D. Sideburns:** Sideburns shall not extend beyond a point even with the bottom of the ear opening and shall end in a clean-shaven, horizontal line. The bottom end of the sideburn shall not exceed the width of the main portion of the sideburn. Sideburns shall be no more than one-quarter inch in bulk.

**E. Mustaches:** Mustaches shall not extend more than 1/4 inch below the border of the upper lip nor more than 1/2 inch below the corners of the mouth, and may not extend to the side more than 1/2 inch beyond the corners of the mouth. Mustaches shall be no more than one-quarter inch in bulk.

**F. Beards -** Officers shall be clean-shaven when reporting for duty. A growth of whiskers shall be permitted only for medical reasons or when required by the nature of the assignment. An employee with a medical condition that precludes shaving must submit a doctor's certificate to the Operations Commander stating the expected duration of the medical condition. Members of CID who are temporarily assigned to Patrol may retain their beards. However, if any CID member volunteers or requests extra duty in a Patrol capacity, or accepts part-time employment which requires a uniform, he must report clean-shaven.

**G. Fingernails:** Officers' nails shall be clean and trimmed so as not to extend one-quarter inch beyond the fingertip. False nails and nail tips are prohibited.- Officers are encouraged to keep their nails short to prevent injury to themselves and others. Only clear polish may be worn. No objects shall be affixed to the fingernails.

**H. Neatness:** Unless otherwise authorized by a commanding officer, all employees of the Department shall be well groomed and clean in their person at all times while on duty.

**16 Jewelry:** Officers and uniformed civilian personnel are prohibited from wearing eccentric, gaudy or costume jewelry. Two rings may be worn. A wedding/engagement ring combination will count as one ring. The Department discourages the wearing of raised set rings or expensive jewelry for safety and loss reasons. Necklaces and bracelets may be worn but must be concealed under the uniform clothing, except for Medic Alert bracelets and necklaces. Officers shall not wear earrings while on duty.

**17. Tattoos/Body Piercing:** Tattoos and body piercing implements shall not be visible while on duty unless they have been approved by the Chief.

**18 Acceptable Court Attire:**

**A.** The official uniform of the day is acceptable attire for Patrol Officers appearing in court.

**B.** In lieu of a uniform, male officers will wear a suit or sport coat, trousers, and tie of a conservative nature. Female officers will wear a dress or slacks outfit or pants suit of a conservative nature. Casual clothes, revealing clothing or blue jeans are unacceptable.

**19 Metallic Uniform Accessories:** Uniform accessories for members of the Department of all ranks shall be silver colored.



## **20 Insignia of Rank:**

Chief:

Collar: Silver Eagles

Sleeve: Four silver stripes 3/8" apart, beginning 3" from the bottom of the blouse or overcoat sleeve.

Captain:

Collar: Two silver bars

Sleeve: Two silver stripes 3/8" apart, beginning 3" from the bottom of the blouse or overcoat sleeve.

Lieutenant:

Collar: Two single silver bars

Sleeve: One silver stripe 3" from the bottom of the blouse or overcoat sleeve.

Sergeant:

Shoulder chevron of three stripes centered 6" below the shoulder seam, or three stripe collar chevron pins.

Corporal:

Shoulder chevron of two stripes centered 6" below the shoulder seam, or two stripe collar chevron pins.

Private First Class:

Shoulder chevron of one stripe centered 6" below the shoulder seam, or one stripe collar chevron pins.

## **21 Service Stripes:**

**A.** Officers of the rank of Sergeant and below may wear service stripes, indicating the number of years they have served with this Department, in conjunction with the Class A uniform. Stripes may be light blue on navy or black, and worn diagonally on the left sleeve, 1" above the cuff stripe. Each stripe denotes three years of continuous service.

**B.** Officers of the rank of Lieutenant and above may wear service stripes, indicating the number of years they have served with this Department, in conjunction with the Class A uniform. Stripes shall be silver on navy blue or black, and worn diagonally on the left sleeve 1" above the sleeve rank designation. Each stripe denotes three years of continuous service.

## **22 Special Awards:**

**A.** Members of the Department may wear certain special awards and/or designations as part of any official uniform.

**B.** Awards shall be worn over the right breast pocket centered above the seam, on either the uniform shirt or dress blouse. Ribbons shall be worn no more than three in a row. Ribbons shall always be worn in a left to right, top to bottom descending order, following the list below.

C. The following awards/designations are currently authorized, and when worn on the clothing shall be placed in the following order:

1. Medal of Honor

Meritorious Service Award

Officer of the Year

Supervisor of the Year

Unit Citation Award

Honorable Service Award

Life Saving Award

Community Service Award

Command Recognition

All other awards

2. Specialty Designations:

a. Firearms Instructor

b. Field Training Officer

c. Honor Guard

d. K-9

3. Professional Organizations/Flags a. Members of the Department may wear one (1) pin, no larger than the tie tack, from a professional law enforcement organization or a flag representing ethnic background.

**23 Exception to Grooming Regulations:** Personnel assigned to investigative duties or specialized enforcement activities requiring an inconspicuous appearance may be exempted from the provisions of certain grooming regulations, upon approval of the component Commander.