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305.01 PURPOSE

Citizens have certain expectations regarding the appearance of professional police personnel, both civilian and sworn. It is the policy of this Department for all personnel to present a neat, conservative, professional business-like appearance before the public.

305.02 POLICY

All employees have an obligation to maintain the highest degree of personal hygiene, grooming and dress. Eccentricities and faddish styles in individual appearance detract from the professional image, uniformity and the overall mission of the Department. Because it is impossible to provide examples of every appropriate or unacceptable grooming and/or dress issue, employees and supervisors should make decisions concerning grooming and dress considering the following as guidelines for what is considered neat, conservative and professional business-like appearance. Employees not in compliance with Department guidelines when reporting for duty may be relieved of duty until such time as they comply with Departmental guidelines. Division Commanders may grant exceptions to any portion of this policy for special assignments, such as, but not limited to vice and undercover work. The final determination of acceptable limits of grooming and dress will be at the discretion of the Chief.

305.03 HAIR STYLE

Employee's hair will be neat and clean at all times. Wigs and hairpieces are permissible, but both the natural hair and the wig/hair piece must conform to the above regulations. Hairstyle, coloring or frosting, if used, will reflect a conservative look.

FEMALE EMPLOYEES

While in uniform, women's hair must be shorter than shoulder length unless the hair is pulled back and secured at a single point, for example bun, braid, French braid, or ponytail, so it will not obstruct the field of vision in any combative situations. Hair shall not show on the forehead under the front rim of the uniform hat. A maximum of two (2) small conservative barrettes, combs or clips may be used in the hair. Bobby pins or rubber/elastic bands conservative in nature may be used to hold the hair in place if necessary. Hairstyle, ornaments, or retention devices described above shall not interfere with the proper wearing of the uniform hat, gas mask, or helmet.

Other female employees shall keep their hair at a length so as not to interfere with their normal work duties.

MALE EMPLOYEES

Hair on top of the head shall be neatly groomed so that it shall not fall over the eyebrows.

Hair on the sides and back of the head shall present a neat appearance and shall not touch the collar except for the closely cut hair at the back of the neck.

Sideburns shall be neatly trimmed with the base clean-shaven in a horizontal line not extending below the center of the ear canal opening.

Men's hair shall not show on the forehead under the front rim of the uniform hat. The bulk or length shall not interfere with the proper wearing of the uniform hat, gas mask or helmet.

305.04 FACIAL HAIR - MUSTACHES, BEARDS & GOATEES

All sworn personnel must be clean-shaven when reporting for duty. Head and facial hair, such as eyebrows will be neatly trimmed.

Employees may wear a short and neatly trimmed mustache. Mustaches shall not extend below the corners of the mouth and will not extend horizontally farther than one-half inch from the corners of the mouth.

Sworn employees with a medical condition that prevents them from being clean-shaven will be assigned duties with the least possible public exposure. Employees will be required to submit a physician's certification.

Civilian employees, with the permission of their division commander may have a beard or goatee. Beards or goatees must be neatly trimmed and shall not be longer than one (1) inch in length. Beards cannot extend down the neck beyond the top of the Adam's apple.

305.05 JEWELRY AND PIERCINGS

Employees will wear only jewelry that reflects conservative taste, style, and color. Jewelry shall not, in any manner, interfere with the assigned duties of the employee.

All employees are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or any other device or ornamentation to or through the ear, nose, tongue, or any other exposed body part, including any of these items that are visible through the clothing except as set forth below.

Sworn female employees are authorized to wear one (1) small conservative pierced or clip-type earring. This is limited to one (1) per earlobe and it must fit tightly to the ear not extending below the lobe.

Civilian employees are permitted more latitude in wearing of earrings; however, they are limited to two (2) piercing or clips per earlobe.

Earrings for all female employees must be conservative both in size and appearance and must not be obscene, advocate sexual, racial, ethnic or religious discrimination. This does not prohibit the wearing of a small cross, Star of David, etc. Male employees are prohibited from wearing earrings.

Finger rings for all sworn employees are limited to one (1) per hand. In the case of a wedding set, this will be considered one ring.

Finger rings for civilian employees will be limited to no more than two (2) per hand. In the case of a wedding set, this will be considered one ring.

Medic alert bracelets and watches are allowed.

Sworn employees working in uniform will not wear jewelry, such as necklaces and chains, in an exposed manner. All other jewelry is prohibited. Sworn employees not in uniform will comply with the guidelines for civilian employees listed below.

Civilian employees or sworn employees not in uniform may wear necklaces, chains or bracelets which are conservative and do not interfere with the performance of their duties. Necklaces, chains and bracelets will be limited to a total of four (4).

305.06 FINGERNAILS

Fingernails shall be neatly trimmed and of a length not to interfere with the use of police equipment. Fingernail polish, if used, will not be vivid, bright, or unusual in color.

305.07 FRAGRANCES

Fragrances, such as perfume, after-shave, cologne, etc., will not be used in excess.

Employees will at all times be clean and well groomed and their bodies free of offensive odors.

305.08 COSMETICS

Use of cosmetics shall be kept to a minimum and will reflect a conservative and natural appearance.

305.09 TATTOOS, BRANDS, BODY MUTILATION

When on duty, in uniform, or readily identifiable as an employee of the Gwinnett County Police Department, employees shall adhere to the following guidelines:

- A. The display of any unprofessional or offensive tattoo or brand is prohibited. The following list includes, but is not limited to, the types of items prohibited by this policy:
- Depictions of nudity or violence;
 - Sexually explicit or vulgar art, words, phrases or profane language;
 - Symbols likely to incite a strong negative reaction in any group (i.e. swastikas, pentagrams, etc.);
 - Initials or acronyms that represent criminal or historically oppressive organizations (i.e. KKK, SS, street gang names, numbers, and/or symbols).
- B. More than one (1) tattoo/brand displayed on each arm or leg is prohibited.
- C. The display of any tattoo/brand below the elbow which is larger than 3" by 4" is prohibited.
- D. The Department does not allow tattoos or branding on the head, face, neck, scalp, hands, or fingers. However, a tattoo on the neck is permitted as long as it is not visible and does not violate any section of this policy. In addition, a tattoo that resembles a wedding ring is permitted on the traditional finger a wedding ring is worn, so long as the ring tattoo does not violate any other section of this policy.
- E. Existing employees are prohibited from obtaining any further tattoos and/or brands that are in violation of this policy. Employees that were employed on or before December 1, 2004 are permitted to wear their current tattoos in an exposed manner; however, any further tattoos or brands in violation of this policy are prohibited.
- F. Any tattoo/brand that detracts from the appearance of the uniform is prohibited.

The final authority as to the prohibition of a tattoo/brand shall be with the Chief of Police or his designee.

Employees are prohibited from mutilation of the body or any body parts in any manner.

305.10 POLICE UNIFORM

The Gwinnett County Police uniform identifies the wearer as a police professional and helps establish a command presence. The uniform should be worn with pride and in a manner that lends itself to consistency from one officer to the next. The uniform is not designed as nor intended to be a vehicle for individual expression. Rather it is intended to provide the officer with clothing and equipment required to meet law enforcement objectives while expressing a conservative appearance for the Department. These regulations are established to ensure uniformity and consistency in appearance among those wearing the uniform of the Department.

Officers may elect to wear either the long or short sleeve shirt. For special occasions, such as funerals, the Uniform Division Commander will designate a uniform of the day, which specifies either the short sleeve shirt or long sleeve shirt with the tie.

The uniform is required to be worn during work, travel to and from work, and while operating a marked vehicle, and is approved for wear only at these times or while engaged in other official police business or functions approved by the Chief of Police.

It is the policy of the Department that all employees present a professional image during court proceedings or while representing the Department in an official capacity. Officers testifying in court or representing the Department in an official capacity will wear either the regular police uniform, a suit and tie for male officers or other approved conservative dress for female officers. Officers assigned to a specialized unit where the utility uniform is normally worn may wear that uniform to court so long as they are testifying during their normal tour of duty and the court proceeding is expected to be of short duration. A hat will not be worn in the court room. However, if the court appearance is scheduled during off-duty time, or will involve remaining in court for an extended period of time, such as a jury trial, the regular uniform will be worn.

The Class "A" uniform will be worn when designated by the Uniform Division Commander and requires the wearing of the issued campaign hat, long sleeve shirt, tie and the awards ribbons.

Separate pieces or parts of the uniform will not be worn except as part of the whole uniform.

Hands-free cell phone devices (i.e., Blue Tooth) will not be worn while in uniform and when interacting with the public.

All parts of the uniform will be clean, neat and serviceable, and all metal and leather gear will be shined.

No one other than a person holding that rank shall wear the rank insignia.

Badges and all brass for the rank of corporal and above will be gold. Officers may wear the optional large badge manufactured by Blackington, Style B-879 (Two Tone Finish, Hi-Glo Background and Rho-Glo plates.)

The Department will issue required items to officers at no cost. If an item becomes worn or unserviceable, it should be taken to Fire Resource Management (Central Supply) for inspection of serviceability and replacement if necessary. Officers desiring

optional approved items must purchase them. Optional approved items must be replaced when they become worn or unserviceable at the expense of the individual employee.

Sworn employees in non-enforcement administrative positions may elect to wear civilian clothing with the approval of the Division Commander. Clothing will conform to the specifications identified in Section 305.19 of this policy. During their normal work hours, staff personnel assigned to administrative positions may elect to wear their pistol in a pancake type or other holster issued or approved by the Department rather than the full equipment belt.

305.11 POLICE HEADGEAR

The wearing of the issued uniform hat is optional. The hat will be required at funerals or other formal occasions as part of the Class "A" uniform designated by the Uniform Division Commander.

The issued hat should be assembled with the hat braid encircling the hat twice with both ends meeting at the front of the hat, one-quarter inch short of the brim of the hat. The tip ends (acorns) of the braid will be worn with the largest end toward the body of the hat. The buckle of the head strap will be worn behind the right ear. The end of the head strap should be folded under and back into the loop.

Optional hats may be authorized for cold weather. They include a navy blue "trooper" style fur hat or a navy blue watch cap with either plain front or embroidered in gold with Gwinnett County Police.

The wearing of baseball style caps with the police uniform is permitted as follows. The purchase of the cap is the responsibility of the individual officer and may not be worn with the cap or bill folded or creased and must be worn with the bill facing forward and centered. The cap must be 100% cotton or 100% polyester mesh material, navy blue in color, with "GWINNETT POLICE" embroidered in gold 3/4" block letters in the front. The ball cap will not be worn with long sleeve shirt and tie.

A helmet is provided and may be worn when, based on the nature of the activity, there is an indication of a potential threat to the safety of the officer or when weather conditions warrant. Officers will have the helmet readily available for use should the need arise.

305.12 POLICE FOOTWEAR

Uniform shoes must be black in color with no more than one (1) seam. Lace style sneakers or boots may be worn provided they are black leather or black synthetic material with no more than one (1) seam across the toe and any visible logo is conservative and black in color from the original manufacturer. In all instances, uniform shoes must be clean, polished (where applicable), and have adequate soles for the safety of the officer.

A rubber overshoe of black or clear protective material may be worn during inclement weather.

305.13 UNIFORM SHIRTS

The Gwinnett County Police patch will be worn on each sleeve of all uniform shirts.

The rank insignias for sergeants and corporals will be chevrons centered on the sleeve one (1) inch below the shoulder patch. The sergeant and corporal assigned to the Motor Unit will wear one (1) rank insignia on the right sleeve and a winged wheel patch on the left sleeve on the long sleeve shirt.

Field Training Officers certified by P.O.S.T. will be issued single chevrons to be worn just as the corporal's and sergeant's chevrons, centered on the sleeve one (1) inch below the shoulder patch. Field Training Officers in the Motor Unit may wear one (1) chevron on the right sleeve and a winged patch on the left sleeve on the uniform. The Field Training Officer designation is not a promotion in rank or advancement in pay.

Rank insignias for lieutenants and higher ranks will be worn on shoulder boards.

Nameplates will be worn on the right side as follows: The nameplate will be attached to the right breast pocket with the top edge even with the top of the pocket and centered on the pocket flap. Those with the rank of corporal and above will wear gold nameplates and those below the rank of corporal will wear silver nameplates. In all instances, the nameplate will include initials for the given name(s) followed by the full last name, all in black lettering.

Members of the Department who are actively assigned to the Special Operations Section, Honor Guard, or who have successfully completed the Field Training Officer course will wear these insignias centered and immediately above the name plate. If citation bars are worn, these insignias will be worn centered and immediately above the citation bars. If a member is assigned to more than one (1) specialty unit or operation, only one (1) such insignia will be worn. Members of the Department who have satisfactorily served in these units for at least one (1) year may continue to wear the insignia after leaving the unit.

One (1) other pin may be worn on the right breast pocket flap. This pin should be worn three-quarters inch from the bottom and three-quarters inch from the outside edge. Approved pins include: county-issued service pins, FOP/PBA pins, and other law enforcement organization pins. The Uniform Division Commander must approve all other pins prior to being worn.

Decorations awarded by the Department in the form of Award Ribbons (see GDM 302.00) will be worn centered above the name plate with the bottom of the bar resting on top of the name plate. The addition of Award Ribbons to a row will result in the entire row being centered above the nameplate.

A whistle may be worn as part of the uniform. The clasp of the whistle should be secured under the button on the epaulet of the right shoulder and the whistle itself carried in the right breast pocket. The clasp and chain of the whistle will be gold for those holding the rank of corporal or above and silver for ranks below.

Service stripes will be worn on the left sleeve of the winter shirt only. The stripes should be centered on the sleeve approximately one (1) inch above the top cuff seam. Each stripe signifies three (3) years' service.

When wearing a long sleeve shirt in court, the officer must wear either a tie or an authorized navy blue turtleneck shirt. At other times the long sleeve shirt may be worn with the issued tie, the authorized turtleneck, or with an open collar with a dark blue T-shirt. When wearing a tie, the issued tie bar will be worn parallel to the pocket flaps of the uniform shirt. Ties will not be worn with the summer uniform.

An optional Departmental approved outer vest carrier may be worn. The approved outer vest carrier system for all uniform officers is the Blauer Armorskin system, the Elbeco outer vest carrier, or the J.G. Uniform Inc. outer vest carrier. The outer vest carrier must be worn to the manufacturer's specifications. The outer vest carrier may be worn with the Blauer Armorskin base shirt or the Elbeco Undervest shirt. If the officer chooses to wear the base shirt, the Gwinnett County Police patch will be worn on each sleeve of the shirt. The rank insignias for sergeants, corporals, and P.O.S.T. certified Field Training Officers will be worn in the same manner as designated in GDM 305.13. No badge patches or name patches will be placed on the base shirts. The badge, nameplate, optional pin, and special unit recognition pin will be worn on the outer vest carrier as set forth in GDM 305.13. Rank insignias for lieutenants and higher ranks will be worn on the shoulder boards of the outer carrier. The only color approved for the outer vest carrier system is French Blue when wearing the Class B uniform. The outer vest carrier is not approved to be worn with the Class A uniform. The optional suspension system that is available with the Blauer system may be worn.

The outer vest carrier is also considered body armor, and will be worn in compliance with GDM 424.04. Officers may only remove the outer vest carrier when in a secured police or fire department facility.

305.14 OUTER WEAR

The Gwinnett County Police patch is to be worn on each sleeve of all outerwear.

A. Department Issued Duty Jacket

The navy blue duty jacket is issued by the Department for cold weather and may be worn with the summer or winter uniform. Sewn on badges will be worn on duty jackets positioned on the left side four (4) and one-half (1/2) inches from the top shoulder seam to the top edge of the patch and three (3) and one-half (1/2) inches from the zipper seam to the closest patch edge.

Rank insignias for sergeants and corporals will be sewn-on chevrons worn on both sleeves of the duty jacket. The chevrons should be centered on the sleeve one (1) inch from the bottom of the shoulder patch.

Field Training Officers certified by P.O.S.T. will be issued single chevrons to be worn just as the corporal's and sergeant's chevrons, centered on the sleeve one (1) inch below the shoulder patch. Field Training Officers in the Motor Unit may wear one (1) chevron on the right sleeve and a winged patch on the left sleeve.

Rank insignias for lieutenants and above will be centered on the shoulder seam with one (1) inch between the sleeve seam and the closest insignia patch edge.

B. Optional Medium-weight Jacket

An optional Departmental approved medium-weight jacket, (Hydro-Tex Bike Jacket, Style 9540, solid navy with reflective "POLICE" on right chest and back), may be worn with either the summer or winter uniform. Gwinnett County Police patches, badge patches, nametag/patch and rank insignias are required and are to be positioned the same as for the issued duty jacket.

C. Optional Unisex Windbreaker

An optional navy blue "unisex windbreaker" jacket may be worn with civilian attire. It may also be worn with either the summer or winter uniform only while inside or on the premises of a GCPD facility. Gwinnett County Police patches and badge patches are required and are to be positioned the same as for the duty jacket.

D. Optional Sweater

An optional sweater is authorized for cold weather and may be worn only with the winter uniform. The approved sweater is a navy blue "woolly pully" style with a "V" neck and epaulets. The sweater will be worn tucked in. Gwinnett County Police patches, badge patches, and rank insignias are required. The badge will be positioned on the left side with the tip of the patch even with the top of the "V" of the collar and four (4) inches from the center of the "V" to the closest patch edge. The nametag will be centered on the right side one (1) inch below the center of the "V." Rank insignias will be centered on the epaulet with one (1) edge of the insignia patch touching the epaulet seam.

E. Optional Leather Jacket

An optional Departmental approved leather jacket may be worn with summer or winter uniform. The police patch will be worn on each sleeve of the jacket.

Rank insignias for sergeants and corporals will be sewn-on chevrons worn on both sleeves of the jacket. The chevrons should be centered on the sleeve one (1) inch from the bottom of the patch.

Field Training Officers certified by P.O.S.T. will be issued single chevrons to be worn just as the corporal's and sergeant's chevrons, centered on the sleeve one (1) inch below the shoulder patch. Field Training Officers in the Motor Unit may wear one (1) chevron on the right sleeve and a winged patch on the left sleeve.

Rank insignias for lieutenants and above will be centered on the shoulder seam with one (1) inch between the sleeve seam and the closest insignia patch edge.

Nameplates will be worn on the right breast and will meet the standards established in Section 305.13 of this policy.

The badge will be worn on the left breast of the jacket.

305.15 HOLSTER, HANDCUFFS, BELT KEEPERS, PORTABLE RADIOS, & EQUIPMENT

The Department furnishes a leather duty belt. Officers may elect to wear an optional nylon duty belt approved by the Uniform Division Commander. Leather and nylon gear will not be mixed. Equipment for the duty belt includes an inner trouser belt, gun belt, belt keepers, holster, magazine case, handcuff case, OC gas case, radio case, disposable glove pouch, Taser holster, Taser, expandable baton and scabbard. Additional equipment is optional and, if authorized, will be of black leather basket-weave design or approved nylon gear. The trouser belt, gun belt, holster, handcuff case, expandable baton scabbard, and magazine case are minimum required equipment whenever the uniform is worn. The Uniform Officer will carry a minimum of one intermediate force option (expandable baton, OC or Taser) on their duty belt. However, not every officer is issued OC or a Taser. Only those officers who have received the required training will be authorized to carry OC and/or Tasers.

Only personnel approved to carry weapons will wear holsters/gun belts. Only Departmental issued or approved holsters will be worn. Approval of any holster, other than the departmental issued holsters, will be by the Director of Training or their designee. The Firearms Supervisor will maintain a list of all approved holsters. Officers electing to purchase and use an approved optional duty holster must first be certified to use the holster by the Firearms Training Unit, prior to wearing the holster on duty. Shoulder holsters are prohibited.

The uniform primary duty holster will be worn on the strong side with the setscrews tightened sufficiently to hold the holster immobile on the holster belt. The exact placement of the holster, the magazine case, the OC gas case and the expandable baton case is determined by individual needs for efficient drawing of the service weapon and OC gas canister.

The handcuff case will be worn in a position that is comfortable to the officer and provides the most effective access. Handcuffs will be worn or carried in a handcuff case that matches the finish of the gun belt and other gear. Handcuffs will not be worn openly attached to belt keepers or other straps. In the event that an officer believes that he/she will immediately need additional handcuffs, they can be worn or carried as needed. Once the immediate situation is resolved, handcuffs not carried in a handcuff case will be removed from the gun belt.

Belt keepers will be worn in evenly spaced positions around the gun belt to secure the weight of the belt and equipment. Keepers will be black with either a double snap type or Velcro.

Issued magazine cases will be worn in a manner in which the officer has proven proficient in reloading on the range. An open top magazine case, such as the Safariland Model 75 is optional provided that:

- The magazines are carried vertically in the case.
- The case must be designed to carry two (2) magazines side by side.
- The case must be black with all black hardware and match the style and finish of the duty belt.
- The case must have an adjustable retention device sufficient to retain the magazines when upside down to insure the magazines are held securely during a foot chase or physical altercation.

Portable radios shall be worn opposite the firearms and will be carried in departmentally issued holders, unless otherwise authorized by the Uniform Division Commander.

The TASER will be carried in an approved holster on the support side in a cross draw fashion. The spare cartridge issued to employees must be carried in a spare pouch and not on the end of the TASER hand grip (not to be attached to the XDPM).

Optional authorized equipment, to be purchased by the wearer, includes a second handcuff case, any National Institute of Justice Standard – 0307.01 approved metal handcuff, a flashlight loop, a miniature flashlight case, and a micro cassette or digital recorder case. Handcuffs that are non-standard color (such as ASP's yellow, green, pink etc.) will be worn only in a closed handcuff case. A cell phone may be worn but only on the gun belt and in a position that does not interfere with the use of defensive weapons. The cell phone will be turned off or be in a silent mode in courtrooms and in situations in which the audible distraction of a cell phone would jeopardize the officer or others.

The Uniform Division Commander must authorize other equipment.

305.16 RAIN GEAR

Only department issued rain gear is approved for wear. Rain gear will be stored in such a manner that it is accessible to the officer for use and is not subject to abuse or damage.

A clear rain hat cover during any rain, regardless of how slight, will cover the uniform hat.

An optional Departmental approved tactical raincoat (NEESE style custom Gwinnett County jacket) reversible black and yellow 30" long raincoat (with optional accompanying matching rain pants, NEESE 5003RPT and optional hood, NEESE 5003RHO) may be worn with either the summer or winter uniform. The jacket will have the approved/prescribed four-inch GCPD badge patch emblem grey in color silk-screened positioned the same as for the issued duty jacket. The word "POLICE" in three-inch block lettering will be silk-screened in silver on the black side of the coat and in three-inch block lettering silk-screened in black on the lime side of the coat on the back. Rank insignia or shoulder patches are neither required nor optional.

305.17 UTILITY UNIFORMS

Jumpsuits and BDU's are utility uniforms worn by certain members as a uniform of the day with approval of the Uniform Division commander.

Gwinnett County Police patches, badge patches, nametags and rank insignias will be worn on jumpsuits and BDU's. Rank insignias will be worn as described for uniform shirts as well as the FTO chevrons noted in this policy. The badge will be positioned on the left side by removing any existing badge tabs and centering the badge over the area to cover thread or seam holes. Nametags will be worn on the right side, centered over the right pocket with the bottom edge of the patch touching the top of the pocket seam. Utility uniforms may also be worn when taking a marked vehicle to and from maintenance shop and to departmental-sponsored training. The Uniform Division Commander may also approve utility uniforms for use during off-duty employment.

305.18 MISCELLANEOUS

All visible uniform socks will be black.

Officers should refrain from placing bulky items in the pockets of their uniforms. Up to two pens may be visible from one shirt pocket.

If a T-shirt is worn with the police uniform and is visible, it shall be dark blue in color.

No items of any nature, other than those listed within these regulations, shall be suspended from or attached to any part of the uniform.

305.19 CIVILIAN DRESS

There are civilian employees assigned to each Division. Due to the fact that job duties, responsibilities and contact with the public vary according to Division assignment, clothing guidelines will also vary. Civilian employees will conform to the dress requirements established in each Division Operations Manual. In the event specific Division policies do not exist the following guidelines will be used.

Civilian employees who are issued a police dress uniform, such as Communications personnel, must conform to the dress regulations for sworn positions when the uniform is worn.

Civilian employees who are not issued departmental clothing shall dress in a manner that will reflect a conservative and businesslike appearance compatible with the law enforcement image and consistent with the overall policy.

Dresses and Skirts: Dresses and skirts should be no shorter than two (2) inches above the knee. Slits in dresses and skirts should not exceed two (2) inches. Shorts, skorts, tennis skirts, mini-skirts, low cut and "spaghetti strap" dresses are prohibited.

Undergarments: Female employees should wear appropriate undergarments at all times.

Slacks: Slacks or Capri pants are acceptable so long as they are clean and wrinkle-free. Jeans may be worn on "Casual Friday" provided they are conservative in appearance clean and wrinkle-free. Jeans, if worn, should be free of any tears, rips or holes and the material should not be excessively worn. Items such as sweatpants, wind suits, shorts, bib overalls, yoga pants, leggings (unless worn under a dress, skirt or tunic length top), spandex or other extreme form fitting pants will not be permitted.

Shirts: Casual shirts, golf shirts, sweaters, blouses and turtlenecks are acceptable so long as they are conservative in appearance. Items not permitted include: Tank tops (unless covered at all times by a jacket or outer shirt), sweatshirts, shirts with large lettering, logos or slogans (unless approved for a Law Enforcement related event), halter-tops, tops with bare shoulders, extremely low necklines and midriff tops. Ties, when worn, should be conservative and business-like in appearance.

Footwear: Loafers, boots, flats, clogs and lace-up dress or slip-on dress shoes are acceptable so long as they are conservative in appearance. Athletic shoes and sneakers are permitted on "Casual Friday." Bedroom slippers and flip-flops are not permitted. Certain positions may require safety shoes or meet other safety requirements.

305.20 EXCEPTIONS FOR SPECIALIZED ASSIGNMENTS

Certain employees of the Department may be required to wear uniforms or issued civilian-type attire at the direction of the affected Division Commander. All items of this nature will be issued by the Department and worn according to instructions from the Division Commander.

As with police uniforms, all parts of any issued clothing will be neat and clean at all times and pieces or parts of any issued clothing will not be worn except as part of the whole uniform or outfit.

S.W.A.T. and H.D.U. personnel are required by the nature of their functions to wear other than the uniform of the day during these functions. Their uniform typically consists of BDU's or jumpsuits. The uniforms worn by these units during their activities will provide the appropriate identifying markings and will be approved through the S.W.A.T. Team Commander. S.W.A.T. and H.D.U. personnel are exempt from wearing the uniform of the day when responding in a marked vehicle to emergency call-outs.

Motor officers will dress in the uniform of the day and will be furnished a helmet, boots, and leather jacket. Additional protective clothing or equipment, particularly as required by cold weather, may be worn with approval of the Uniform Division Commander.

305.21 PUBLIC MEETINGS

Employees are prohibited from wearing any departmental uniform or any other outward symbol that represents the Department, such as a badge, to any public meeting. Employees may attend public meetings only when off duty and in civilian attire unless they have been specifically directed by the Chief of Police or division commander to attend a meeting as an official representative of the Department.

Employees are reminded that the uniform and badge of office symbolize the Police Department. When an employee attends a public meeting wearing the uniform or other badge of office, the perception exists that the individual is representing the Department. Only the Chief of Police or his designated representative is authorized to represent the Department in a public forum or meeting.