

# FLORENCE POLICE DEPARTMENT GENERAL ORDER

<b>Subject:</b> <b>PERSONAL APPEARANCE AND UNIFORM REGULATIONS</b>	<b>Procedure:</b> General Order 19.3.4 CALEA 41.3.4	<b>Total Pages:</b> 11
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**I. POLICY**

It is the policy of the Florence Police Department to ensure that all departmental personnel maintain a neat, clean and professional appearance.

**II. PURPOSE**

This written order establishes uniform and appearance regulations for all employees of the Florence Police Department.

**III. SCOPE**

This written order is applicable to all personnel.

**IV. RESPONSIBILITY**

All personnel will comply with this directive.

**V. GENERAL APPEARANCE STANDARDS**

A. **HAIR:** All employees will keep their hair clean and neatly groomed at all times. The length and bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance.

1. **UNIFORMED MALE EMPLOYEE HAIR:** The male uniformed employee's hair will present a tapered appearance when combed. It may touch, but not fall over the ears and eyebrows, or touch the collar except for closely cut hair at the back of the neck.
2. **SIDEBURNS:** Sideburns will not be flared or extend below the lowest part of the ear opening.
3. **FACIAL HAIR:** Beards will not be worn by uniformed personnel (sworn or non-sworn), except for personnel conducting plain clothes operations while assigned to the Criminal Investigations

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Division, the Street Crimes Unit or the Drug Task Force; unless approved by the Chief of Police.

- a. Medical waivers to grooming standards will be considered on a case by case basis by the Chief of Police.
- b. If a mustache is worn, it will not protrude below the upper lip, nor will it extend more than one quarter of an inch beyond the corner of the mouth.

4. UNIFORMED FEMALE EMPLOYEE HAIR:

The female uniformed employee's hair will not fall over the eyebrows or extend more than six inches below the bottom of the collar while on duty.

- a. Ponytails are permitted, provided they do not interfere with wearing a duty hat.
- b. Hair holding ornaments such as barrettes, pins or clips must be worn inconspicuously and be transparent or similar in color to the employee's hair.
- c. Beads, hair nets and other ornaments are not allowed.

B. COSMETICS

1. Cosmetics will be applied conservatively and in good taste.
2. Lipstick and nail polish may be worn by uniformed female officers, so long as the color and appearance is conservative.

C. FINGERNAILS

1. Fingernails for all employees will be kept clean and neatly trimmed.

D. EYEGLASSES

Prescription eyeglasses, contact lenses and sunglasses are authorized, except as follows:

1. Employees will not wear eyeglasses that are not conservative or that have lenses or frames bearing personal initials.
2. No eyeglasses, cases, or other paraphernalia will be hung from any part of a uniform.
3. Sunglasses must be a conservative color. No brightly colored frames are allowed.

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E. KEY RINGS

Sworn and non-sworn employees may attach one key ring to their duty belt.

F. JEWELRY

1. UNIFORMED: Uniformed personnel may wear a wristwatch, medical identification bracelet, and no more than two rings. A wedding band and an engagement ring may be counted as one ring.
  - a. Earrings will not be worn by male employees.
  - b. Female officers are authorized to wear prescribed earrings while in uniform, providing they meet the following requirements:
    - 1) Must be post type earrings, in gold or silver;
    - 2) The earrings will not exceed 6mm or ¼ inch in diameter;
    - 3) They must be unadorned and spherical;
    - 4) When worn, the earring will fit snugly against the ear; and
    - 5) The earrings must be a match pair, with only one earring per ear lobe.
  - b. Necklaces or other items of jewelry may be worn, provided that they are not visible while in uniform.
  - c. Writing pens must be carried in the designated slot on the uniform shirt.
2. NON-UNIFORMED: Non-uniformed personnel may wear jewelry if the employee's appearance remains conservative.

G. ACCESSORIES

1. UNIFORMED: Uniformed employees are allowed to wear one phone of similar design to department issued phones on the uniform belt.
  - a. Sworn employees may wear a phone on the gun belt.
  - b. No other device will be worn on any part of the uniform unless provided by the Department and/or specifically authorized by written directive.
2. NON-UNIFORMED: Non-uniformed personnel may wear other accessories at their discretion so long as the employee's appearance remains conservative.

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- H. LEATHER GEAR: All leather gear must be a “Basket weave” finish. It should be clean, polished, and in good working order. Approved gear for **all** sworn officers to wear on the GUN BELT includes:
1. Firearm Holster
  2. Magazine Pouch
  3. Handcuff case(s) – no more than two (2). Handcuffs may only be black or silver in color.
  4. Key Ring Holder
  5. Latex Glove pouch
  6. Taser Holster
  7. OC spray Holster
  8. Baton Holster
  9. Flashlight ring or Holster
  10. Shoulder Strap (all employees are authorized, except with Class A).
  11. Suspenders (Class B uniform or fatigues only)
  12. Phone Pouch/Case
  13. Other gear upon supervisory approval.
  14. CLASS A UNIFORM – Limited to:
    - a. Firearm Holster
    - b. Magazine Pouch
    - c. Handcuff case
    - d. Shoulder strap for Traffic Officers only.
  15. Nylon Gear is approved for Bike Patrol and fatigue uniforms.
- I. CLOTHING: Employees will maintain a high standard of dress and appearance. Employees identified with each of the following categories of employment may wear the corresponding clothing/uniform unless directed differently by a Supervisor:
1. ADMINISTRATION –
    - a. Class A uniform;
    - b. Class B uniform;
    - c. Dress Down Uniform;
    - d. Full Business Attire; or
    - e. Business Casual.

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2. CRIMINAL INVESTIGATIONS DIVISION – Appropriate court attire must be available for all court appearances, see number 4. a. Full Business Attire; or
  - b. Business Casual; or
  - c. Dress Down uniform.
3. SCHOOL RESOURCE OFFICERS –
  - a. Class B uniform
4. COURT – All employees scheduled for court will wear:
  - a. Class A uniform;
  - b. Class B uniform;
  - c. Full Business Attire; or
  - d. Dress Down uniform (Municipal Court only). The Dress Down option is **not** available for District, Circuit, or Federal Court.
5. TRAINING – All employees scheduled for training will wear:
  - a. Dress Down Uniform unless otherwise approved by the employee’s Chain of Command prior to the training event
6. NON-UNIFORMED PERSONNEL (if not previously covered):

Types of clothing worn will be at each employee’s discretion, so long as said clothing is:

  - a. Appropriate for the employee’s work area;
  - b. Not intentionally provocative toward persons of the opposite sex; and
  - c. Not considered unacceptable attire by the employee’s chain of command.
  - d. Among others, “Non-Uniformed Personnel” include:
    - 1) CLERICAL STAFF – uniforms options include:
      - a) Class A uniform;
      - b) Full Business Attire;
      - c) Business Casual/Dress Down; or
      - d) Appropriate casual dress.
    - 2) RECORDS – uniform options include:
      - a) Class A uniform;

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- b) Full Business Attire;
  - c) Business Casual/Dress Down; or
  - d) Appropriate casual dress.
- 3) DESK PERSONNEL – uniform options include:
- a) Class A uniform;
  - b) Full Business Attire;
  - c) Business Casual/Dress Down; or
  - d) Appropriate casual dress.
- 4) DISPATCH – uniform options include:
- a) Class A uniform;
  - b) Full Business Attire;
  - c) Business Casual/Dress Down; or
  - d) Appropriate casual dress.
7. UNIFORMED PERSONNEL: (**Patrol Duty**) Uniform items will conform to the current bid specifications, and will be properly fitted, cleaned, pressed and serviceable. Uniformed personnel will wear the Class A or Class B uniform that satisfies the following requirements:
- a. Uniforms will have an appearance of being creased in the appropriate places and neatly pressed.
  - b. Uniforms will be kept buttoned, zipped and snapped unless otherwise specified in this directive.
  - c. Patches and other cloth insignia will be clean and not frayed.
  - d. Specialty patches may be worn by officers that are currently active members of the specialty unit represented by the patch. They are to be worn on the right sleeve in lieu of the Florence Police Department patch.
  - e. Items carried in the pockets will not protrude or present a bulky appearance.
  - f. Any visible undergarment must be dark navy blue or black.
  - g. The uniform shirt will be tucked into the trousers with the vertical edge lining up with the fly opening.
  - h. Any belt buckle will be centered on the same line.
  - i. Metallic items will be free of corrosion.

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- j. Shoes and boots will be clean and polished.
- 8. **LOAD-BEARING/OUTER VEST CARRIER:** Officers shall be permitted to wear a load-bearing/outer vest carrier for their issued body armor when wearing a Class B uniform or when wearing a dress-down uniform for a Special Event when approved by the Special Operations Captain. The carrier shall only be that approved by the Department and available through the Department's uniform vendor.
- J. **WEARING THE UNIFORM:** In addition to regular duty, a duty uniform may be worn to and from work, on authorized extra-duty employment and while attending court. There will be no exception to this regulation without prior approval from the officer's chain of command.
  - 1. Employees who have been suspended from duty for disciplinary reasons will **not** wear any part of the duty uniform for the duration of the suspension.
  - 2. The duty uniform will not be considered complete unless all component parts are present.
- K. **UNIFORM CLASSIFICATIONS:** Uniforms are classified as follows:
  - 1. **CLASS A DRESS UNIFORM:** The formal uniform for all sworn personnel attending special ceremonies and special occasions. This uniform includes a long sleeved shirt, a tie, dress uniform hat, and striped trousers. Sergeant chevrons will be located on the sleeves with no collar brass.
  - 2. **CLASS B DUTY UNIFORM:** The less formal uniform for all personnel working regular duty. This uniform includes approved four or six-pocket utility trousers and a long or short sleeve shirt. Also approved for Class B are the striped trousers. The shirt and pants should be made from the same material.
    - a. Sergeant chevrons will be worn on either the sleeves or on the collar, but not both, when wearing the six-pocket utility trousers.
    - b. Sergeant chevrons will be worn on the sleeves when wearing the striped trousers.
  - 3. **DRESS DOWN UNIFORM: (Municipal Court, CID, CPO, Admin, Training others as approved)** This uniform includes a business casual shirt with the Florence Police Badge on the left chest. The pants are six pocket utility or tactical trousers, limited to the style(s) and color(s) on the current bid list. **Only sworn personnel are allowed to wear a navy blue dress down shirt.** Other personnel must wear a color other than navy.

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4. FULL BUSINESS ATTIRE: This is more formal attire. It must either be a suit or blazer type jacket with tie, button up shirt, slacks (No Denim) and appropriate shoes (No open toe or athletic type shoes). For female officers, full business attire is: Pant suit (No dresses) and appropriate shoes (No sandals, Athletic type shoes, or more than two (2) inch heels).
5. BUSINESS CASUAL: This includes more casual slacks and a shirt with a collar. (No denim clothing or athletic type shoes).
6. HONOR GUARD UNIFORM: The formal uniform worn by the Honor Guard at all Honor Guard details and events.
7. FATIGUE UNIFORM: The uniform worn by officers serving in specialized units and functions such as SWAT, K-9 and Explosive Ordnance Disposal (**when working in designated capacity**).
8. SPECIAL EVENT UNIFORM: The uniform worn by sworn personnel at approved special events.

L. FOOTWEAR WITH THE UNIFORM

1. SHOES: Only those shoes on the current bid list or of a similar design may be worn. Shoes must be laced diagonally and tied in front.
2. BOOTS: Only those boots on the current bid list or of a similar design will be worn. Boots will be laced diagonally with black laces and tied in front. Zippers may be used on the inside edge.
3. SOCKS: Socks will be black or navy blue in color.
4. CLASS A UNIFORM – Shoes/Boots **must** have a polished toe.

M. WINTER COAT/RAINCOAT WITH THE UNIFORM: Only the winter coat and rain coat on the uniform bid list is approved for wear as necessary.

N. NAME PLATE: Specifications of uniformed officers' name plates are as follows:

1. Only the last name of the officer will be displayed on the name plate.
2. The name plate will be centered at the top of the right shirt pocket. The top of the name plate will be flush with the top of the pocket.
3. Patrol officers will display a silver name plate. Sergeants and above will display a gold name plate.

O. SPECIALIZED INSIGNIA



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1. Only one (1) specialized pin (authorized by the Chief of Police/or designee) shall be worn with the uniform.
2. Officers may wear a specialized pin if they are currently an active member of the specialty unit represented by the pin.
3. Specialized pins that can be worn with the uniform include:
  - a. Field Training Officer
  - b. Explosive Ordnance Disposal
  - c. SWAT
  - d. Underwater Search and Recovery
  - e. K-9
  - f. Mounted Patrol
  - g. Firearms Instructor
  - h. FBI National Academy
4. Specialty pins must be centered ¼ inch above the name plate.

P. CITATION BARS – Class A uniform only.

1. The citation bars will be worn centered above the right breast pocket flap of the uniform shirt. The bars should sit ¼ of an inch above the top of the right breast pocket.
2. A cluster hanger may be used to display all of the citation bars.

Q. HATS

1. A departmentally approved baseball-style cap may be worn by officers wearing a Class B or Dress Down Uniform only in inclement weather.
2. A departmentally approved toboggan-style cap may be worn by officers only in inclement weather.
3. Officers wearing a Class A uniform may wear the Department approved dress hat during inclement weather. There may be special events where officers are required to wear a Class A uniform and dress hat as directed by their Chain of Command.

**VI. TATTOOS, BRANDS, & BODY PIERCINGS: A.**

DEFINED:

1. “TATTOO”: A puncturing of the skin followed by the introduction of pigment into the punctures to create a design, form, figure, or art.

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2. "BRAND": A mark intentionally burned into the skin for the purpose of creating a design, form, figure, or art.
3. OFFENSIVE, INAPPROPRIATE, AND/OR UNPROFESSIONAL:  
Tattoos/brands that are offensive, inappropriate and unprofessional include, but are not limited to those that are gang and/or drug related, racist, sexually suggestive or explicit, contain violent/vulgar depictions, or that portray derogatory or offensive characterizations contrary to the values of this department.

B. TATTOOS

1. Tattoos, brandings or intentional scarring on the face, neck, ears, scalp, or hands are prohibited in all forms.
2. No tattoo will be permitted that is offensive, inappropriate, or unprofessional.
3. If the tattoo/brand is determined to be offensive, inappropriate or unprofessional by the Chief of Police, it must be covered by the departmental uniform.

C. BODY PIERCINGS

1. Department members are prohibited from having unconventional body piercings which would be visible to the public or other Department members while they are wearing their Department uniform, except as outlined in the subsection "Jewelry." For example, piercings to, on, or in the tongue, nose, eyebrow, and/or lip are prohibited while on duty unless approved by the Chief of Police.

E. BODY MUTILATIONS

1. Body modification to any area of the body visible in any authorized uniform or attire are prohibited. Body modifications include but are not limited to:
  - a. Tongue splitting or bifurcation;
  - b. The complete or trans-dermal implantation of any object(s) other than hair replacement;
  - c. Abnormal shaping of the ears, eyes, or nose;
  - d. Abnormal filing of the teeth.
  - e. Branding or scarification.

Nothing in this policy is to be construed as prohibiting body modifications necessitated by deformity or injury.

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F. ORNAMENTAL VENEERS OR TEETH CAPS

1. Only white veneers and/or caps are permitted on teeth visible in the front of the mouth.
2. Silver and/or white caps placed over teeth by a dentist in the rear of the mouth are permitted.
3. No teeth in the front of the mouth, generally seen when smiling or talking will be permitted to have any veneers or caps that are colored or bearing designs of any sort, without approval of the Chief of Police.