



# SPECIAL ORDER

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SUBJECT

**UNIFORMS AND APPEARANCE POLICY**

REVISIONS

**Revisions are italicized**

RESCINDS

**Department Manual Directive 303.5, UNIFORMS AND APPEARANCE**

EXPIRATION DATE

12/16/2023

DISTRIBUTION

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## Purpose

The purpose of this directive is to provide basic guidelines to the *Department's law enforcement* members regarding the issuance, wearing, maintenance, and care of uniforms, grooming, and personal appearance. *For the purposes of this policy, "member(s)" shall refer to sworn law enforcement personnel only, unless otherwise specified.*

## Policy

It is the policy of the Detroit Police Department to create guidelines to enhance public recognition and to maintain a professional appearance through uniformity in dress. A neat, clean, and orderly appearance helps to create public confidence in the ability of the Department and its *law enforcement* members to perform their duties competently and efficiently.

## Authorized Uniforms, Accessories, and Equipment

This directive will be construed to mean Department-issued or equal, and includes members of all ranks assigned to patrol and any other field commands within the Department. Those members working in assignments requiring modification of the basic uniform will make the appropriate adjustments as indicated in this directive.

## **Uniform Allowance**

Department members will receive an annual uniform allowance for the procurement and maintenance of all required uniforms and accessories. Details regarding the amount and issuance of uniform allowances are available in each union's applicable collective bargaining agreement.

## **Uniform Clothing**

1. The standard Department uniform consists of the following items:
  - a. Flying Cross or Elbeco brand 75% polyester, 25% wool long sleeve navy blue shirt without sewn on name and badge;
  - b. Flying Cross or Elbeco brand 75% polyester, 25% wool long sleeve navy blue shirt with sewn on name and badge;
  - c. Flying Cross or Elbeco brand 75% polyester, 25% wool short sleeve navy blue shirt without sewn on name and badge;
  - d. Flying Cross or Elbeco brand 75% polyester, 25% wool short sleeve navy blue shirt with sewn on name and badge;
  - e. Flying Cross or Elbeco brand 75% polyester, 25% wool "four pocket" navy blue trousers with piping (1/4" for police officers and sergeants, and 1/2" for lieutenants and above);
  - f. Flying Cross or Elbeco brand 75% polyester, 25% wool "six pocket" navy blue cargo pants;

- g. Duty hat with grommet and cord;
- h. All weather jacket (Flying Cross Shield Performance Soft Shell Jacket or Elbeco brand Shield Performance Soft Shell Jacket or Shield Duty Jacket (navy in color));
- i. Black four (4) in-hand knot tie;
- j. Black or navy blue socks;
- k. Black gloves;
- l. Reversible raincoat and duty hat cover;
- m. Black/pewter flex fit baseball style hat (pewter badge for police officers and sergeants/gold badge for lieutenants and above); and
- n. Black/pewter wool flex fit baseball style hat (pewter badge for police officers and sergeants/gold badge for lieutenants and above).

### **Senior Executive Dress**

*“Senior Executive Dress” is designated for the rank of Deputy Chief and above. Wearing of the “Senior Executive Dress” uniform shall be determined by the Chief of Police.*

### **Executive Dress**

“Executive Dress” is designated for the rank of captain and above. Command officers will receive notification through official channels when to wear the “Executive Dress” uniform. “Executive Dress” requires the member to wear a tie, long sleeve shirt, and affix their badge, name tag, ribbon display, medals, and collar hardware onto the white uniform shirt; the trousers have four (4) pockets with ½” piping, (no cargo pants) and the authorized headwear shall be the duty hat. The below uniform is designated as an “Executive Dress” uniform:

- a. Black four (4) in-hand knot tie;
- b. Flying Cross or Elbeco brand 75% polyester, 25% wool long white sleeve shirt without sewn on name and badge;
- c. Flying Cross or Elbeco brand 75% polyester, 25% wool “four pocket” navy blue trousers with ½” piping; and
- d. Duty hat with grommet and cord.

#### Optional Components

Ribbon display or medals

### **Class “A” Uniform**

The class “A” uniform is designed for formal events and functions. Members will receive notice when to wear the class “A” uniform through official channels. The class “A” uniform requires members to wear a tie, long sleeve navy blue shirt, and affix their badge, name tag, ribbon display, medals, and collar hardware. The trousers will have four (4) pockets only (with ¼” piping for police officers and sergeants, and ½” piping for lieutenants and above), and no cargo pockets. When wearing the class “A” uniform, members shall only wear the duty hat. Short sleeve shirts are not to be worn with a class “A” uniform. The below uniform is designated as a class “A” uniform:

- a. Black four (4) in-hand knot tie;
- b. Flying Cross or Elbeco brand 75% polyester, 25% wool long sleeve navy blue shirt without sewn on name and badge;
- c. Flying Cross or Elbeco brand 75% polyester, 25% wool “four pocket” navy blue trousers with piping (¼” for police officers and sergeants, and ½” for lieutenants and above); and
- d. Duty hat with grommet and cord.

### Optional Components

Jacket

Ribbon display or medals

### **Class "B" Uniform**

1. The class "B" uniform is a long or short sleeve navy blue shirt. If a long sleeve shirt is worn, a tie or Dickey shall be worn. Hats are optional. The trousers will have six (6) pockets, including cargo pockets. Members have the option of wearing the class "A" or "B" uniforms during their day to day operations.
2. The class "B" uniforms shall have two (2) options:
  - a. Option one (1) - short sleeve:
    - Embroidered badge and name tag; and
    - Pants have six (6) pockets, including cargo pockets.
  - b. Option two (2) - Long Sleeve:
    - Embroidered badge and name tag; and
    - Pants have six (6) pockets, including cargo pockets.
3. The below uniform is designated as a class "B" uniform:
  - a. Flying Cross or Elbeco brand 75% polyester, 25% wool long sleeve navy blue shirt (with tie) or short sleeve navy blue shirt;
  - b. Flying Cross 75% polyester 25% wool "six (6) pocket" navy blue pants, including cargo pockets;
  - c. Black/pewter flex fit baseball style hat; and
  - d. Black/pewter wool flex fit baseball style hat.

### Optional Components

Duty hat

Jacket

### **Class "C" Uniform (Special Operations Uniforms)**

1. The class "C" uniform is a long or short sleeve polo style (see below) shirt with the embroidered badge and name tag. The trousers have six (6) pockets, including the cargo pockets. No hardware (i.e. metal badge, plastic ribbon display, or medals) shall be affixed to the class "C" uniform shirt. Members shall wear the flex fit baseball hat with badge emblem when wearing class "C" uniforms. The below uniform is designated as a class "C" uniform:
  - a. *Option one (1) – Short sleeve:*
    - Short sleeve action polo shirt with coldblack "100% polyester, full dull yard, 6.5 oz. double pique weave"; color: black;
    - Pants; "65% polyester/35% cotton"; color: O.D. green;
    - Black/pewter flex fit baseball style hat; and
    - Black/pewter wool flex fit baseball style hat.

b. *Option two (2) – Long sleeve:*

- Long sleeve action polo shirt with coldblack; “100% polyester, full dull yard, 6.5 oz. double pique weave”; color: black;
- Pants; “65% polyester/35% cotton”; color: O.D. green;
- Black/pewter flex fit baseball style hat; and
- Black/pewter wool flex fit baseball style hat.

Optional Component

Jacket

2. Various units throughout the Detroit Police Department are authorized to wear specialized uniforms *by the Chief of Police* (e.g. Communications, Liquor Licensing, Training, Firearms, etc.).

**Variations of Uniforms**

1. *During the months of February and October each year, law enforcement members are authorized to wear “Pinked-Out” Class B uniforms and the associated Department-approved Specialty Patch(es)/Emblem(s) to recognize National Cancer Awareness and Prevention Months, respectively. Law enforcement members may also wear “Pinked-Out” uniforms during Special Details associated with Cancer Awareness and Prevention (e.g. Walk/Run for A Cure), as authorized by the Chief of Police.*
2. *The Cancer Awareness and Prevention (“Pinked-Out”) uniform shall comply with the guidelines set forth for class “B” uniforms regarding brand, material, etc. as outlined in 303.5 – 3.5, Class “B” Uniform. The below uniform is designated as the Cancer Awareness and Prevention (“Pinked-Out”) Uniform:*
  - a. *Department-approved Cancer Awareness/Prevention Specialty Patch(es)/Emblem(s)*
  - b. *Pink insignia all associated with the law enforcement member’s rank and/or years of service*
  - c. *Pink name tags*
  - d. *Pink cloth badges*
  - e. *Pink stars*
  - f. *Pink bars*
  - g. *Pink stripes*
  - h. *Pink hash marks*

Optional Component

*Black or pink baseball caps with pink badges or colors coinciding with the law enforcement member’s rank*

3. *If a law enforcement member chooses the option of having a Cancer Awareness and Prevention Uniform, it shall not be mixed with standard Department issues patches and/or insignia.*
4. *Law enforcement members may purchase a new long/short sleeve shirt to have the Cancer Awareness and Prevention Specialty Patch(es)/Emblem(s) and pink insignia(s) or are permitted to “Pink-Out” a previously issued Department uniform shirt, provided that the previously issued uniform shirt is in compliance with the guidelines set forth in*

*this directive.*

5. *Non-sworn Department members and sworn law enforcement members assigned to Specialized Commands are authorized to wear approved pink/white/blue polo shirts with the DPD Cancer Awareness and Prevention Patch(es)/Emblem(s) screen-printed in small size.*
6. *Sworn law enforcement personnel who so choose to wear the approved pink/white/blue polo shirt have the option of replacing this screen-printed specialty emblem with cloth pink badges coinciding with their rank. In either instance, sworn law enforcement personnel shall have their rank(s)/title(s); initials of first name; and full last name embroidered over the right breast of the garment(s).*

### **Approved Uniform**

The class "A" or "B" or "C" uniform shall be worn as indicated in this directive. Members shall not mix or substitute any part of the class "A" or "B" or "C" uniform. The "old" uniform shall not be worn as a substitution for any part of the class "A" or "B" or "C" uniform.

*NOTE: A member may only wear a uniform that represents the official rank they currently hold. (I.e., a member who was formerly an N.P.O, Master Sergeant, etc. but no longer holds that rank, title, or position is prohibited from wearing any uniform or uniform designations associated with the former rank.)*

### **Identification**

1. All members of the Department are issued the following items of identification:
  - a. Badge and cap shield;
  - b. Name tag; and
  - c. Identification card.
2. Each member is required to have their badge and identification card on them at all times.

### **Personal Protective Vests – Mandatory Wearing**

1. All members whose primary responsibility consists of street patrol or related enforcement duties, shall wear the protective vest at all times while on duty. This policy applies to both uniform and plainclothes members. Members working station security are required to wear their vest at all times. Investigators shall wear their vest in situations where an arrest is anticipated or while executing a search warrant. Members assigned to investigative or desk duties are encouraged to wear the vest but are not required to wear it while on duty.
2. Members whose current assignment does not require the wearing of protective vests will have their vest readily available during on-duty hours. Regardless of the member's current assignment, if assigned to an outside detail involving patrol or enforcement activity (e.g. Freedom Festival Fireworks, Halloween Task Force, etc.), the protective vest shall be worn.
3. Each quarter, commanding officers shall ensure that the protective vests issued to members of their command are inspected. Supervisors conducting the inspections shall document the expiration date of each protective vest on the Quarterly Inspection Sheet (DPD709) and submit to the commanding officer. Department members whose vest will expire within 90-120 days from the date of inspection, shall be notified by the inspecting supervisor to report to the Uniform Store to be fitted for a new vest.

## Footwear

1. Footwear worn with the standard Department uniform by sworn members shall meet the following criteria: solid black, plain toe, lace type shoes; black military type lace boots; or over-the-ankle, solid black, plain toe leather boots may be worn while on duty. These shoes or boots shall not display any ornamentation or perforation. Single buckle shoes may be worn provided they meet the above standards and the buckle is not excessively large in size.
2. In all instances, the shoe or boot shall be capable of taking a high degree of polish. When the military type leather boot is worn, the trousers are to be worn outside the boot. Black rubber overshoes may be worn over the uniform shoe during inclement weather. Such overshoes shall be completely buckled or zipped. When overshoes are worn and are less than calf high, the trousers are to be worn outside the overshoe. Footwear of any other kind is prohibited.

## Leather Goods

1. Members in Class B or Class C uniforms shall be restricted to the basketweave design. Members in Class A uniform have the option of wearing the basketweave design leather gear or patent leather gear. Other leather goods worn by uniformed Department members shall be of the basketweave type consisting of the following:
  - a. Department approved drop strap carrying device;
  - b. Black leather cuff case (optional at member's expense);
  - c. Black leather pouch cartridge carrier;
  - d. Black leather chemical spray holder;
  - e. PR-24 Collapsible Baton holder;
  - f. Black leather uniform belt;
  - g. Belt keepers;
  - h. Gold belt buckle for the rank of lieutenant and above; and
  - i. Silver belt buckle for sergeants, investigators, detectives, corporals, and police officers.
2. Members in Class A uniform have the option to wear a patent leather design for the following items:
  - a. Black patent leather belt;
  - b. Black patent leather holster (must meet the current specifications approved by Firearms Training);
  - c. Black patent leather cuff case;
  - d. Black patent leather chemical spray holder; and
  - e. Black patent leather belt keepers.
3. All patent leather gear shall be purchased at the member's expense. If members elect to wear a patent leather uniform belt, all associated carriers, belt keepers, etc., shall also be patent leather. Non patent leather items shall not be interchanged with patent leather items.

### **Motorcycle Duty Assignment**

Department members assigned to ride motorcycles shall make the following substitutions:

- a. Black leather jacket;
- b. Breeches;
- c. Black bow tie;
- d. Crash helmet;
- e. Black leather puttees (at member's expense);
- f. English riding boots or officer's field boots; and
- g. Kevlar motorcycle suits.

### **Downtown Services Assignment**

Department members assigned to Downtown Services will be authorized to wear the white top duty hat with grommet and cord when working events such as parades, festivals, International Freedom Festival, and any other special events as designated by the Chief of Police.

### **Gloves**

1. Athletic gloves, gloves displaying logos, mittens, and gloves without full fingers are prohibited. Gloves worn by members (other than Department supplied latex gloves) shall be plain black except for white gloves, which will be worn by members on ceremonial occasions or when otherwise directed.
2. Black gloves may only be worn for authorized uses (e.g. searching prisoners, handling soiled property, or protecting against inclement weather). Approved bicycle gloves may be worn by bicycle officers only when riding their bicycle.

### **Black Badge Bands**

1. When in class "A" uniform, black bands may be worn on the badge as a symbol of mourning whenever active members are killed or die in the line of duty or off duty as authorized by the Chief of Police. The black band may be worn until the conclusion of platoon three (3) of the day of the member's interment. Such bands shall not exceed 1/2" in width and shall be securely fastened to the badge.



2. Plainclothes members may wear a black boutonniere consisting of a black grosgrain button and two (2) black streamers. It shall be secured to the lapel of the outermost garment.

### **Black Arm Bands**

When in uniform, black arm bands may be worn as a symbol of mourning when a member is killed in the line of duty *or off duty*, and may be worn until the conclusion of platoon three (3) during the day of the *member's* interment. Such armbands shall not exceed 3" in width and shall be securely fastened to the left sleeve of the outer garment midway between the elbow and shoulder. When worn on a short sleeve shirt, it shall be positioned 1" above the bottom of the sleeve.

### **Jewelry and Accessories**

1. When in uniform, members may wear rings, watches, metallic buttons, tie-tacs, or

tie bars of the American flag (not to exceed 7/8" x 7/8"); a veteran's button issued by a U.S. veterans' organization; or a Detroit Police Department (DPD) union membership button. The wearing of any other exposed jewelry or article is prohibited.

2. *The display of any unprofessional or offensive jewelry, article, or other accessories while members, both sworn and non-sworn, are on duty is prohibited. The following list includes, but is not limited to, the types of items prohibited by this policy:*

- a. *Depictions of nudity or violence;*
- b. *Sexually explicit or vulgar art, words, phrases, or profane language;*
- c. *Symbols or wording likely to incite a strong negative reaction in any group (i.e. swastikas, pentagrams, political party or activist group associations, etc.); or*
- d. *Initials or acronyms that represent criminal or historically oppressive organizations (i.e. KKK, SS, street gang names, numbers, and/or symbols).*

3. When buttons are worn, they should be worn on the left side of the flap of the right pocket on the shirt or jacket.

4. Confirmed members shall be permitted to wear earrings while on-duty and in uniform, subject to the following conditions:

- a. No more than one pair of earrings may be worn at one time;
- b. The earrings must be non-dangling, modest-sized, post earrings;
- c. The earrings must be black, gold, or silver;
- d. The display and appearance of the earrings must be uniform. For example, mixing designs or colors, or wearing an earring on only one earlobe is prohibited;
- e. The earrings may only be worn on the earlobe; and
- f. The earrings must not extend below the earlobe.

### Insignia

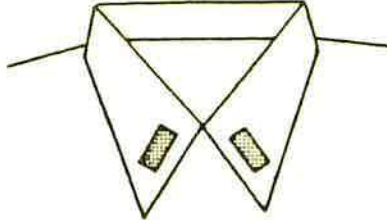
1. The insignia of rank for uniformed members is as follows:

- |                                |                              |
|--------------------------------|------------------------------|
| a. Chief of Police             | 5 Gold Stars                 |
| b. Assistant Chief             | 4 Gold Stars                 |
| c. Deputy Chief                | 3 Gold Stars                 |
| d. Commander                   | 2 Gold Stars                 |
| e. Captain                     | 2 Gold Bars                  |
| f. Lieutenant                  | 1 Gold Bar                   |
| g. Sergeant                    | 3 Gray Chevrons              |
| h. Corporal                    | 2 Gray Chevrons              |
| i. Neighborhood Police Officer | 2 Gray Chevrons above 1 Star |

2. No modifications shall be made to the prescribed insignia without prior approval and authorization from the Chief of Police.



- Members holding the rank of lieutenant and above shall affix the insignia designating their rank to the collars of their class "A" uniform shirt. These insignia shall be the miniature size. They shall be worn centered on the peak of the collar  $\frac{1}{2}$ " from the inside edge of the peak. Lieutenant's bars shall be centered vertically on the collar parallel to the inside of the collar peak, also  $\frac{1}{2}$ " from the inside edge. These insignia shall remain affixed to the shirt collar when in the class "A" uniform and a uniform jacket or coat is worn.



- For lieutenants and above, gold DPD insignia shall be worn on the all-weather jacket. The insignia shall be standard size and shall be centered vertically on the collar parallel to the inside of the collar peak,  $\frac{1}{2}$ " from the inside edge.
- Chevrons shall be sewn to both sleeves of the shirt and all-weather jackets. They shall be centered midway between the elbow and the shoulder seam. On short sleeve shirts, chevrons shall be centered midway between the bottom of the sleeve and the shoulder seam.



### Service Insignia

A member beginning the fifth year of service is entitled to wear a gold star on the left sleeve of the executive dress coat and the all-weather jacket, 4" from the bottom of the sleeve, to indicate length of service. A member is entitled to add one (1) gold star 6 months prior to the tenth year of service, fifteenth year of service, twentieth year of service, etc.

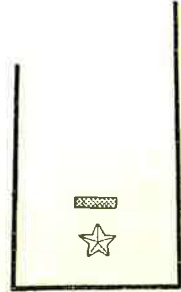


### Hash Marks

Members are authorized to wear hash marks on the left sleeve of their Class A, Class B, and Class C uniform (long sleeve shirt only). Each hash mark will represent five (5) years of service. Members are authorized to wear the hash marks six (6) months prior to reaching the five (5) year increments. Department members from the rank of lieutenant and above shall wear "gold" hash marks. Department members from the rank of police officer to sergeant shall wear "silver" hash marks. These hash marks will not replace the "service insignia gold stars". The hash marks shall be placed  $1\frac{1}{2}$  inches above the top seam of the left long sleeve cuff. The left edge of the hash mark patch will be placed parallel to the sleeve placket (spacing of  $1\frac{1}{2}$  inches between the hash mark patch and sleeve placket). The sleeve placket is also known as the sleeve gauntlet.

## Wound Bar

A member of the Department previously wounded in police action who has been awarded a wound bar is entitled to wear a gold bar on the left sleeve 4" from the bottom of the sleeve on the all-weather jacket. When a wound bar is worn with the service insignia, it shall be placed above the service insignia.



## Specialized Medals and Insignia

1. Firearms proficiency medals, rappelling and rescue insignia, scuba diving insignia, crisis negotiation training, Harbormaster Coxwain badge, pilot wings, or motorcycle "wheels," consecutively, shall be placed in vertical order on the right side of a member's class "A" uniform or on their outermost garment centered above the name tag. If a member is qualified to wear the pilot wings and motorcycle "wheels," only one (1) or the other of these medals shall be worn. However, members who are qualified may wear the rappelling and rescue insignia or scuba diving insignia in conjunction with the pilot wings or motorcycle "wheels."
2. Members assigned to Air Support as pilots shall wear the prescribed International Association of Chiefs of Police (IACP) designed wings. Any active member of the Department formerly assigned to Air Support as a pilot may wear the pilot wings.
3. Active members of the Department who have passed a prescribed Department training course for operation of Department motorcycles of 1000 CC engine displacement or larger may wear the motorcycle "wheels" insignia.
4. Active members of the Department who have passed the prescribed Department requirements for rappelling may wear the appropriate rappelling and rescue insignia.
5. Active members of the Department who have passed the prescribed Department requirements and are members of the Underwater Recovery Team may wear the scuba diving insignia.
6. Active members of the Department who have attended the prescribed Department training for crisis negotiation may wear the appropriate crisis negotiation trained insignia.
7. Active members of the Department who have qualified at the Firearms Range as expert, sharp shooter, or marksmen may wear the appropriate firearms training insignia.
8. Active, permanently assigned Harbormaster members who have successfully completed Harbormaster's Marine Training program will be permitted to wear the Coxwain Pin to denote their status as qualified boat operators. The pin shall be worn on the outermost garment above the name tag and below the firearms qualification pin, on the right side of the garment.
9. Active members of the Department who have been certified as bomb technicians by graduating from the F.B.I. Hazardous Devices School at the Redstone Arsenal and certified by the F.B.I. Bomb Data Center may wear the Explosive Ordnance Disposal Insignia.

## Placement of Ribbons and Medals on Uniforms

1. DPD ribbon bars, when worn on class "A" or "B" uniforms, shall be pinned to the outermost garment centered above the badge. No more than three (3) ribbon bars may be placed together horizontally. DPD ribbon bars shall be arranged in the following order of precedence from the wearer's right to the left and from top to bottom above the badge:

| Name   | Description   |
|--|---|
| Memorial Medal of Honor                                      | All black   |
| Detroit Police Department Distinguished Medal of Valor       | Orange with an 11/16" blue stripe in the center   |
| Detroit News Medal for Valor                                 | Blue with an 11/16" orange stripe in the center   |
| Walter Scott Distinguished Service Medal                     | Blue and orange equally divided with blue on the right  |
| Wesson Seyburn Distinguished Service Cross                   | Blue and orange equally divided with orange on the right  |
| Coleman Young Distinguished Service Cross                    | White and yellow equally divided with gold on the right   |
| Departmental Medal of Valor                                  | All gold  |
| Departmental Citation  | All blue  |
| Lifesaving Citation  | Blue with an 5/8" white stripe  |
| Chief's Citation   | Blue with 1/2" orange stripe in center  |
| Citation   | All silver  |
| Wound Medal  | Purple and white equally divided with purple on the right   |
| Chief's Unit Award   | All red   |
| Chief's Merit Award  | Kelly green with an 11/16" gold stripe in center  |
| Board of Police Commissioners Police-Community Service Award | White with three (3) 1/8" blue stripes  |
| 1980 G.O.P. National Conventional Commemorative Award        | White with an 3/8" blue stripe in the middle with one (1) red stripe attached and three separate red stripes on each side |
| Honor Guard Award  | United States of America Flag with stars on the right   |
| Underwater Recovery Team Award                               | The ribbon is red with a 1/4" stripe of blue at each end with four (4) white stripes in the center with a silver star.    |

|  |   |
|--|---|
| Frank Walls Meritorious Service Award  | The ribbon is red, yellow, and black grosgrain stripes with the red stripe on the right.          |
| Color Guard Award  | White with an ¼" stripe of red and an ¼" stripe of blue with the red stripe on the right          |
| Military Service Award   | United States of America Flag with a gold star in the center                                      |
| Perfect Attendance Award   | Blue with two (2) 1/8" red and white stripes on each side   |
| Educational Achievement Award  | Solid green on green with bronze or silver cluster indicating advanced degrees                    |
| FBI National Academy Award   | White, red, white and light blue on both sides with an ½" dark blue stripe in the center          |
| DPOA District Officer of the Year Award  | Blue with an 1/16" white stripes flanking three (3) ¼" white, red and white stripes in the center |
| Perfect Driving Award  | White with eight (8) vertical black stripes   |
| The MLB All-Star Baseball Event Award  | Orange with an ¼" blue stripes  |
| The Rosa Parks Funeral Award   | Solid purple  |
| The NFL Super Bowl XL Award  | Yellow with two (2) ¼" black stripes  |
| The Conclusion of the Conditions of Confinement Consent Judgement Award                              | White with two (2) green 1/4" stripes   |
| 2014 Ford Fireworks Celebration Ribbon   | Blue with one (1) red 1/8" stripe and two (2) white 1/8" stripes                                  |
| The Conclusion of the Use of Force, Arrest and Witness Detention Consent Judgement Recognition Award | White with one (1) green 11/16" stripe and two (2) white 1/8" stripes                             |
| Hurricane Harvey Relief Run Recognition Award  | Red with one (1) blue 1/8" stripe and one (1) white 1/8" stripe                                   |
| <i>Aretha Franklin Funeral Recognition Award</i>   | <i>Blue silk grosgrain ribbon with a ½" centered mauve stripe</i>                                 |

2. Ribbon bars shall be placed so that the bottom of the lowest ribbon bar is 3/8" above the badge. If an odd number of ribbon bars are worn, the ribbon bar for the highest ranking award shall be placed singly, at the top of all other ribbon bars.
3. Members may wear their military ribbons on the front pocket flap on their Class "A" or "B" uniforms below their badge. No more than three (3) ribbon bars may be placed together horizontally.

4. Medals may be worn on ceremonial occasions and shall be placed on the outermost garment 3/8" below the badge. No more than three (3) medals shall be placed together horizontally. Order of precedence shall be the same as that of wearing ribbon bars. When more than three (3) medals, but less than six (6) medals are worn, the first row of medals below the badge shall consist of three (3) medals and the second row shall consist of one (1) or two (2) medals as the situation dictates. If six (6) or more are worn, two (2) rows of three (3) shall be worn and the above procedure shall be followed for any remaining medals.

### **Badge, Name Tags, and Identification Cards**

All members must carry their DPD identification card and badge on them at all times. When in the class "A" uniform, members shall wear their badge on the outermost garment over the left breast and the Department-issued name tag shall be worn over the right breast on their outermost garment. However, members who wear Department-issued leather jackets shall wear the name tag on the left breast centered 1/2" above the badge.

### **Proper Wearing**

1. When appearing in public, a member's uniform, accessories, and equipment shall conform as follows:
  - a. The complete uniform shall be clean and pressed;
  - b. Members shall not wear a mixture of uniform and civilian clothing;
  - c. Shirt collars, shirt sleeves, all pockets, and outer garments shall be buttoned or zipped and the tie properly adjusted;
  - d. Leather goods and footwear shall be clean and polished;
  - e. Members wearing a hat shall wear their hat in a military manner. Wearing any hat backwards, tilted to the side, or with manufacturer logos attached is prohibited;
  - f. Badges, cap shields, and name tags shall be clean and in good repair;
  - g. The wearing of "do-rags" is prohibited; and
  - h. The holster shall be worn on the member's strong side.

### **Plainclothes**

All uniformed members will remain in uniform during duty hours. Authority for uniformed members to wear civilian clothes for general duty or for specified types of work shall be obtained from the appropriate deputy chief. A copy of such authority will be placed in the concerned member's personnel file at the member's place of assignment, and a copy shall be filed in the appropriate deputy chief's office. This does not apply to special plainclothes commands. Commanders may authorize the wearing of civilian clothes for temporary details as necessary.

### **Court Appearances**

1. Members, when appearing in court to testify, sign warrants, or for other related official duties, shall wear the prescribed police uniform or business attire, unless otherwise exempted by proper authority.
2. Members shall not wear the police uniform when appearing in a personal matter in any court of criminal or civil jurisdiction as a defendant, plaintiff, or witness.

## **Dress Code**

All members shall wear the prescribed Department uniform unless exempted by proper authority. Members exempted by proper authority from wearing the uniform, assigned to bureaus, specialized units where plain clothes attire is permissible, restricted duty, or appearing in court in plain clothes, shall wear proper business attire.

### **Proper Business Attire**

1. *Members shall wear proper business attire when such attire is required. Members shall dress in accordance with the business clothing options outlined as follows:*
  - a. *Dress shirt with collar and tie or blouse;*
  - b. *Suit, sport jacket, or dress jacket (when weapon is exposed);*
  - c. *Dresses or skirts;*
  - d. *Dress slacks (e.g. "Dockers" style pants); and*
  - e. *Appropriate dress shoes.*
2. All clothing will be clean and pressed.
3. Socks and hosiery will be worn at all times, unless exempted by Police Medical.
4. Hair standards and grooming habits required of full duty, uniform members remain in effect while a member is assigned on restricted duty status. (See 303.5 – 7.1)
5. No jeans, T-shirts (as outer garments), sweatshirts, halter-tops, shorts, mini-skirts, or transparent clothing will be worn. No sandals, thongs-type foot wear, or athletic shoes, will be worn unless exempted by Police Medical.

### **Police Identification Card**

All restricted duty members and members wearing civilian attire shall display their police identification card in conspicuous view when entering any police facility. All on-duty members, not in full uniform (i.e. narcotics, vice,) wearing attire displaying the word "POLICE" or unit patches, must also display their identification card in conspicuous view.

### **Off-Duty**

At no time shall uniformed members wear the uniform for off-duty appearances that might tend to bring discredit upon the Department. However, uniformed members are encouraged to wear the uniform when attending the funeral of a fellow member or when directed on certain occasions by the appropriate command officer.

### **During Summer Months**

During summer months when authorized by the Chief of Police, all uniformed members, regardless of rank or assignment, may remove their necktie and unbutton the top button of the uniform shirt. A solid blue or black t-shirt is permissible under the uniform shirt; however, no underclothing shall be exposed.

### **Cold Weather Gear**

During cold and inclement weather, uniformed members *may* wear the all-weather jacket (Flying Cross or Elbeco brands only and navy blue in color) when on duty and assigned to patrol or other outdoor duties. However, in certain unusual assignments



such as special details, the appropriate outerwear for assigned members shall be designated. A member may remove such outerwear when inside, provided that the regulation uniform is worn underneath. Members may wear a solid black or navy blue knit cap. However, the knit cap shall not have any visible exterior designs, logos, pom-pom, or manufacturer labels.

### **Rain Gear**

The raincoat and rain hat cover may be worn over the outer most garments. The badge shall be affixed to the raincoat. The raincoat is reversible and has reflective strips for high visibility during day/night traffic control, crash sites, and heavy downpours.



### **Uniform Maintenance**

Whether or not uniforms are worn on duty, all members shall maintain their uniforms in good condition and ready for immediate use.

### **Exchange Due to Promotion**

1. A member who is promoted shall report as soon as directed to the Department Uniform Store for any necessary exchange of uniforms, accessories and/or equipment. At this time, if necessary, Uniform Store personnel will also issue additional uniforms, accessories, and/or equipment to the member. The following items shall be issued upon promotion:

### **RANK OF SERGEANT**

- a. One (1) short sleeve navy blue shirt - Class A (no embroidery);
- b. Two (2) short sleeve navy blue shirts - Class B (embroidered);
- c. One (1) long sleeve navy blue shirt - Class A (no embroidery);
- d. Two (2) long sleeve navy blue shirts - Class B (embroidered);
- e. One (1) pair of navy blue trousers - Class A (4 pockets with ¼" piping);
- f. Two (2) pairs of navy blue trousers - Class B (6 pockets);
- g. One (1) silver braid (for duty hat);
- h. Six (6) Model T sleeve patches;
- i. Four (4) soft cloth name tags for Class B embroidered shirts;
- j. Four (4) embroidered badges for Class B embroidered shirts; and
- k. Seven (7) sets of chevrons (six (6) sets for all issued shirts and one (1) set for the all-weather jacket).

**NOTE: THE MEMBER SHALL PRESENT THEIR WINTER JACKET TO HAVE THE CHEVRONS AFFIXED.**

### **RANK OF LIEUTENANT**

- a. One (1) short sleeve navy blue shirt - Class A (no embroidery);
- b. Two (2) short sleeve navy blue shirts - Class B (embroidered);
- c. One (1) long sleeve navy blue shirt - Class A (no embroidery);

- d. Two (2) long sleeve navy blue shirts - Class B (embroidered);
  - e. One (1) pair of navy blue trousers - Class A (4 pockets with ½" piping);
  - f. Two (2) pairs of navy blue trousers - Class B (6 pockets);
  - g. Seven (7) Model T sleeve patches;
  - h. Four (4) soft cloth name tags for Class B embroidered shirts;
  - i. Four (4) sets of soft cloth collar insignia for Class B embroidered shirts;
  - j. Four (4) embroidered badges for Class B embroidered shirts; and
  - k. Two (2) sets of metal rank insignia (one (1) gold bar).
2. The following items shall be issued to a member upon promotion to the rank of lieutenant, and the member shall return the prior-issued sergeant items to the Department to exchange (change from silver accessories to gold accessories):
- a. One (1) all-weather jacket (Flying Cross or Elbeco brands only and navy blue in color);
  - b. One (1) Duty Hat;
  - c. One (1) handcuff strap (basketweave);
  - d. One (1) double cartridge carrier (basketweave);
  - e. One (1) chemical spray holder (basketweave); and
  - f. One (1) duty belt buckle.

## **Appearance**

### **Hair Standards**

1. All members of the Department, whether assigned to uniform or plainclothes commands, shall conform to the following standards, unless exempted by proper authority:
  - a. Long hair shall not be worn in braids or twists that extend more than two (2) inches in length away from the scalp;
  - b. Dangling ponytails or pigtails shall not be permitted;
  - c. Lopsided and extremely asymmetrical hairstyles are not authorized;
  - d. Scalp sculpturing, exotic styling (those with designs cut, braided, or parted in the hair) as well as dyed hair using unnatural colors are not authorized, including multiple, *unnatural* hair colors. Hair coloring (dye), if used, shall appear natural; and;
  - e. Items shall not be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes that blend with the hair color.
2. Bangs shall not be worn in such manner as to obstruct the member's view. In no case shall the hairstyle interfere with the wearing of any standard Department headgear.

### **Wigs**

Wigs or hairpieces shall conform to the standard hair criteria provided in this directive.

### **Length**

The hair on the top of the head will be neatly groomed. The length and/or bulk of the hair shall not be excessive or present a ragged, unkempt, or extreme appearance. Hair will also present a tapered appearance of being combed and will not cover more than one-half



of the ear, touch the eyebrows, or touch the collar, except for closely cut hair at the back of the neck. The "block-cut" fullness of the back is permitted in moderate degree. In all cases, the bulk or length of hair shall not interfere with the normal placement of all standard police headgear. When the hat is worn, the hair shall not curl up over the edges of the hat.

### **Sideburns**

If a Department member desires to wear sideburns, they will be neatly trimmed. The base will be a clean-shaven horizontal line. Sideburns shall not exceed below the bottom of the earlobes.

### **Facial Hair**

1. The face shall be clean-shaven; however, mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed. Department members, *including Probationary Police Officers (PPOs)*, shall be permitted to maintain any of the following styles of beard, provided the facial hair is neatly trimmed and not more than ¼ inch in length:
  - a. A natural beard; or
  - b. A goatee of the type where the facial hair of the mustache continues down and around the side of the mouth where it joins the shaven beard that extends only as wide as the outer edge of the mouth (also referred to as a circle beard).
2. Under no circumstances will facial hair be sculpted or otherwise trimmed to show a design. Any of the above styles may be lined only to the extent necessary to present a neat, symmetrical appearance.
3. Per the Occupational Health and Safety Administration (OSHA) Respiratory Standard, respirators shall not be worn when facial hair comes between the sealing surface of the face piece and the face, or that interferes with valve function. Members electing to maintain a beard shall shave the portion of their face that comes into contact with the respirator seal when mobilized or any time the use of a respirator is likely.

### **Fingernails**

All members, both in uniform and plainclothes, shall keep fingernails clean and neatly trimmed. Fingernails shall not extend longer than ¼ inch past the tip of the finger. Fingernails shall not interfere with the performance of a member's duties or detract from a professional appearance. *Members are permitted to wear either clear nail polish or one (1) shade of nail polish, which must be conservative in appearance. No ornamentation, multiple nail color, or nail art is permitted.*

### **Cosmetics**

*If worn, cosmetics – including but not limited to lipstick, lip gloss, eyeshadow, eyeliner, blush, mascara, false lashes – shall be conservative and professional in appearance, understated rather than overwhelming in application. Members are not required to wear cosmetics which are identical in color to the member's complexion. However, cosmetics shall not be worn in a manner that is eccentric, exaggerated, extreme, distracting, or detracting from the uniform. Any cosmetic products containing glitter are prohibited.*

### **Body Piercings**

1. The wearing of jewelry on the eyebrows, lips, nostrils, tongue, or other exposed areas of the body, excluding earlobes is prohibited. No *tapers*, tape, or straws shall be visible for any pierced areas of the body.
2. A band aid may be used to discreetly cover an earlobe during the initial healing period following any earlobe piercing.

### **Tattoos**

The display of any unprofessional or offensive tattoo or brand, regardless of its location while members, *both sworn and non-sworn*, are on duty is prohibited. The following list includes, but is not limited to, the types of items prohibited by this policy:

- a. Depictions of nudity or violence;
- b. Sexually explicit or vulgar art, words, phrases, or profane language;
- c. Symbols or *wording* likely to incite a strong negative reaction in any group (i.e. swastikas, pentagrams, *political party or activist group associations*, etc.); or
- d. Initials or acronyms that represent criminal or historically oppressive organizations (i.e. KKK, SS, street gang names, numbers, and/or symbols).

### **Student Police Officer (SPO) Uniform and Appearance**

#### **Clothing**

The standard SPO uniform consists of the following items:

- a. Light blue long sleeve polyester/cotton work shirt;
- b. Light blue short sleeve polyester/cotton work shirt
- c. Navy blue polyester/cotton work trousers; Black or navy blue socks; and
- d. Black four in-hand knot tie.

#### **Footwear**

SPO's shall conform to the uniform footwear standards for sworn members.

#### **Seasonal Uniforms**

The SPO winter uniform shall be worn from October 1st through April 30th, and the summer uniform shall be worn May 1st through September 30th. In addition, all SPO's shall be governed by orders given by their immediate supervisor or other competent authority in regard to the wearing of uniforms.

#### **Name Tags**

When in uniform, SPO's shall wear their name tag on the outermost garment properly centered over the right breast.

#### **Wearing Complete Uniform**

All SPO's shall remain in uniform during duty hours. At no time shall SPO's wear their uniform for off-duty appearances that might tend to bring discredit upon the Department. However, SPO's are encouraged to wear the uniform while attending the funeral of any member or when directed on certain occasions by the appropriate captain or above. SPO's shall not wear a mixture of uniform and civilian clothing.

## **Special Head Gear – Maxit Hothead Balaclava Head Gear**

### **Authorized Members**

Only those members who are assigned to Traffic Enforcement, Downtown Services, Narcotics, and Special Response Team are authorized to wear the Maxit Hothead Balaclava Head Gear.

### **Wearing of the Head Gear**

1. When weather conditions warrant, authorized members have the option of wearing the above mentioned head gear. The head gear shall only be worn when directing traffic, conducting special response-related duties that are in conjunction with raids/barricaded persons, and under the helmet when riding a motorcycle.
2. The Maxit head gear shall not (under any circumstances) be worn when conducting traffic stops, responding to police runs, or during any contact with citizens other than in the above circumstances. The head gear will be issued at the Department Uniform Store.

Updates to the Department Manual are forthcoming.

**JAMES E. WHITE**  
Chief of Police