

MEDINA POLICE DEPARTMENT GENERAL ORDER

ORDER NO: 2017-33

SUBJECT: Uniform/Equipment/Appearance

EFFECTIVE DATE: 11, December , 2017

RESCINDS ORDER NO: 99-12-01

DISTRIBUTION: All Department Personnel

PURPOSE: To establish a standardized policy regarding uniform appearance.

I. POLICY

- A. Uniforms and equipment shall be procured by Medina Police Department employees only as set forth in this order.
- B. Employees are responsible for the proper maintenance, care, safekeeping, and authorized use of their uniforms and equipment.
- C. An employee shall not alter uniforms, weapons, or equipment in any way without permission of the Chief of Police. Any alterations to firearms must be approved by the department's firearms instructor with the Chief of Police permission, see order 2017-032 Firearms/Use of Firearms.
- D. Employees of the Police Department shall not sell, give, exchange, or trade police uniforms, patches, or equipment.
- E. Employees, while at court, shall wear the prescribed uniform, or appropriate business attire.
- F. Distinguishable police uniforms shall not be worn in combination with any non-uniform clothing while on duty except as authorized by the Chief of Police. Uniformed employees may wear non-uniform clothing over their uniform as their uniform is not readily visible.
- G. Wearing or using any uniform or issued equipment (including garments, handcuffs or weapons) for additional employment shall not be allowed unless approved by the Chief of Police.
- H. Non-Sworn employees shall not carry any weapon while on duty.

II. UNIFORMED PERSONNEL

- A. Employees shall appear in uniforms which are properly fitted, clean, neat, well pressed, and in good repair.
- B. While on duty, employees shall wear the issued uniform and equipment unless excused by their commanding officer.
- C. When removing portion of the uniform and equipment, (per current directives) the removed articles shall be readily available and kept in a secure place such as a locked locker or locked desk; (i.e., Grand Jury appearances, etc.).

III. EQUIPMENT TO BE CARRIED

- A. Employees, on duty and assigned to a uniform patrol function, shall carry or wear the following equipment unless specifically exempted by their commanding officer per current directive.
 - 1. ballpoint pen with black ink,
 - 2. time piece in working order and adjusted to accurate time
 - 3. a sufficient number of report forms and tickets (UTT, parking tickets, appearance tickets, DIRs, etc.) as usually required by assignment to complete tour of duty,
 - 4. issued portable radio, in issued case, or secure to the belt and/or vest
 - 5. other equipment as may be issued/directed by established authority.

Additionally, members assigned as above shall carry or wear the following:

- 6. issued or approved black leather gunbelt
 - 7. issued or approved holster
 - 8. approved handgun properly loaded with issued ammunition,
 - 9. a minimum issued number of cartridges loaded in (3) handgun magazines carried in an approved magazine pouch
 - 10. handcuffs and key,
 - 11. issued body armor is to be considered a part of the police uniform and equipment and , as such, shall be worn as per current directives. The issued vests may be worn on the inside or outside of the uniform shirt.
 - 12. badge(s),
 - 13. name tags shall be worn on the uniform shirt centered directly over the right breast pocket.
- B. Weapons/equipment that are not issued or approved by the Department shall not be carried while on duty without the permission of the Chief of Police.

- C. Members, when driving marked police vehicles, shall carry a Department shotgun and patrol rifle which will be checked prior to his tour. The shotgun and rifle shall be loaded according to department policy and current training standards: in the gun lock mount, action closed, chamber empty.

IV. UNIFORMS AND ACCESSORIES

Uniformed employees, on duty, shall wear the following:

- A. Shirts shall be dictated by officer's comfort need and/or weather conditions and as follows:
 - 1. When a long-sleeved shirt is worn a navy blue or black T-shirt, long sleeve shirt, or turtleneck maybe worn. **No white T-shirts.** A department issued tie will be worn when appearing in court or when none of the above items are worn underneath the long-sleeve shirt.
 - 2. Short-sleeved shirts, when worn without a tie, shall be buttoned except for the upper most (collar) button which shall be left unbuttoned; sleeves shall not be rolled. A navy blue or black T-shirt will be worn underneath the short-sleeved uniform shirt.
 - 3. Medina Police Department patch will be displayed on right sleeve of the uniform shirt. The American Flag patch will be displayed on left sleeve of the uniform shirt. Sergeants will display chevrons under the department patch and the American Flag patch.
 - 4. Special occasions (court, hearings, etc) a ½" blue stripe will be worn on pant seams of patrol officers. Command officers shall have a ½" gold strip on the pant seams.
 - 5. Day to day operations officers including upper command will be allowed to wear the approved PDU pant without the blue and/or gold stripe.
- B. Badges
 - 1. Issued breast badge shall be worn on all uniform garment except rain gear
 - 2. Issued shirt badge shall be worn on all uniform shirts.
- C. Collar Devices

1. Collar devices shall be worn on all uniform shirts only with the department designation on the right collar and the officer's IBM on the left collar. Command officers shall display their appropriate rank on both collars.

D. Service stripes/ marks shall be:

1. Worn for each five (5) years of service.
2. Worn on long sleeved shirts and outer garments (except rainwear) only.
3. Worn on lower left sleeve of the garment 5 ½" from bottom most cuff.

E. Commendation awards

1. Shall be worn centered ¼" over the nametag, over the right breast pocket.
2. Marksmanship awards shall be worn centered ¼" over any Commendation Awards.
3. Any awards or pins not outlined in this order shall require supervisor approval.

F. High visual clothing:

1. The orange rain coat or reflective vest **will** be worn when assigned to a traffic post or prolonged traffic details.

G. Other clothing and accessories when worn with the official prescribed uniform shall conform to the following unless otherwise issued:

1. These items shall be black for all uniformed employees;
 - a. socks (if visible)
 - b. gloves
 - c. scarves
 - d. neckties (knit clip-on style)
 - e. shoes/boots – shined (black only)
2. tie clasp – gold for command officers, silver for patrol officers, worn even with the top seam of the breast pockets,
3. glasses/sunglasses – conservative color/type.

V. PERSONAL APPEARANCE – UNIFORMED EMPLOYEES

A. Hair

Uniformed employees' hair shall be neat and trimmed, and present a groomed appearance regardless of style personally selected by the employee.

1. Male

- a. Hair may touch but may not fall more than one inch below the top of the ear.
- b. Hair may touch, but may not fall below the top of the collar.
- c. Hair style shall not preclude the wearing of the uniform hat in such a manner as to reflect a well-groomed, professional image.

2. Female members shall wear their hair so as to comply with aforementioned requirements or wear their hair neatly upswept in a bun or similar style or combed back and tucked into the back of a uniform shirt. Dangerous or conspicuous pins, combs, or barrettes shall not be worn.

3. Hair shall not be dyed or cut/worn so as to appear outstanding from the general population or to present a non-professional image.

B. Sideburns

1. Sideburns shall not extend beyond the lowest tip of the ear lobe and shall end in a clean shave, horizontal line.
2. Sideburns shall not exceed 1 inch in width and shall not flare more than ¼" top to bottom of sideburn.

C. Facial Hair

Officers will be permitted to wear a moustache and/or moustache/goatee combination which will be neatly trimmed; otherwise, employees are to be clean shaven. Neatly trimmed moustaches and/or moustache/goatees will be maintained at a length not to exceed ¼ of an inch. Moustaches and/or moustache/goatees shall not extend half an inch past the corner of mouth. Goatees will not be allowed to extend more than a half an inch below the chin. Officers who do not participate in the growing of a moustache and/or goatee are required to shave facial hair with two days growth or less.

*****This area of the appearance policy reflects a dramatic change in policy. As such, it will be reevaluated on a regular basis. If at any point a supervisor determines that an officer's facial hair does not meet the above standards and does not convey a professional appearance, the supervisor has the authority to require that officer to shave with no**

questions asked. The Chief of Police has the authority, at any time, to withdraw permission to have facial hair for any individual officer and/or all officers. ***

D. Tattoos

Officers will be allowed to wear tattoos as long as they are not racist, sexist, offensive, extremist, or indecent. Head, face, neck and scalp tattoos are strictly forbidden. The Chief of Police reserves the right to require tattoos be covered by a long sleeve uniform shirt and/or a neutral colored "sleeve".

E. Jewelry

In general, any item of jewelry worn shall be of a conservative nature and not be an impediment to safety.

1. Necklaces, nose pins, pendant watches, or jewelry attached to the uniform shall not be worn. Female officers ONLY may wear earrings while on duty; one pair, small button type.
2. A bracelet may be worn if desired. Not more than three (3) rings may be worn.

NOTE: The Department shall accept NO liability for jewelry lost/damaged in the performance of duty.

F. Nails

Uniformed employees shall maintain only ¼" nail length beyond the finger tip. Nail polish may be worn ONLY by female employees and shall be of a conservative color.

G. Makeup may be worn by females if of conservative application.

H. ALL employees are expected to maintain good personal hygiene and present professional image.

NOTE: Nothing contained in this order shall apply to officer working undercover or on special assignment. Unless that officer is required to work in uniform in which case that officer shall comply with the requirements set forth in this order.

By Order Of:

Chad Kenward
Chief of Police