

CITY OF LYONS POLICE DEPARTMENT
POLICE OPERATIONS MANUAL

CHAPTER: 7 - Uniform and Dress Code

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I. PURPOSE

- A. To establish rules and regulations regarding the Department uniform, equipment and personal appearance.
- B. To establish individual responsibilities for the Department uniform, equipment and personal appearance.

II. RULES AND REGULATIONS

A. General

- 1. Members will wear the designated uniform when reporting for duty, while on duty, and during any authorized special assignment. When the uniform is worn, care shall be taken that it fits well, is neat, clean, properly pressed, and that all leather and metal items are polished and in presentable order.
- 2. Civilian employees who are required to wear a uniform such as animal control officers will keep and maintain an employee uniform as required by the Chief of Police.
- 3. Members of the Department shall be neat in appearance and well groomed.
- 4. While wearing the uniform, members shall maintain a military bearing.
- 5. Under no conditions will identifiable parts of the official uniform be intermixed with the wearing of civilian clothes.
- 6. Female employees wearing civilian clothing will not wear skirts with the hem-line an unreasonable distance above the kneecap, keeping with good taste and current fashions. Pant suits are permitted.
- 7. When necessary, the Chief of Police may prescribe other types of clothing to attain departmental goals.

B. Uniform Shirt

1. Each patrol officer will be issued a minimum of three long sleeve shirts and three short sleeve shirts.
2. The uniform shirt will be long or short sleeved according to the season. Shirts will be clean and pressed and will not be frayed or torn. The date for changing seasonal shirts will be at the discretion of the Chief of Police.
3. Uniform shirts for all officers at the rank of Captain or below will wear dark blue uniform shirts. Shirts will be of the style and type of material designated by the Chief of Police.
4. No alterations will be allowed on the length of the sleeves on short sleeved shirts. Long sleeves will be such that when the arms are extended perpendicular to the ground, the edge of the cuff extends only to the area immediately below the wrist bone and above the junction of the wrist with the hand.
5. All buttons, except the collar button on short sleeved shirts, will be buttoned.
6. Personal items will not be carried in the pockets of the shirt. Official credentials and pens are permitted.
7. Undershirts, when worn with short sleeved shirts will be white in color.
8. Non-uniform articles will not show above the uniform collar or protrude from the pockets.

C. Shirt Accessories - The only authorized shirt accessories are:

1. Badge - To be worn in the slot provided on the outermost garment and clearly visible at all times. Badges will be silver in color and finish for Corporal, Sergeant, Patrol Officers, and Animal Control Officers. Badges will be gold in color and finish for all ranks including lieutenant and above.
2. Name Plate - Official shiny metallic finish clutch type, engraved with employee's name, inset with black color. The name plate shall be clean and polished and worn centered parallel with the seam on the flap of the right breast pocket. The name will always be discernible. Plate will either be silver or gold in accordance with the badge color.
3. Collar Insignias - The appropriate collar insignia is to be worn just inside the seams at the corner of the collar perpendicular with the collar corner. On an open collar, this will place the insignia at a 45 degree angle. On winter shirts, it will be parallel with the ground. Collar insignia will be gold or silver in color in accordance with the badge color.

4. Awards - Pins designated by the Chief of Police indicating EMT Training, firearms, years of service etc., will be worn above the right pocket flap, parallel to the top of the pocket 1/4 inch above the seam. The finish will be of the appropriate color.
5. Official Department Patch - Will be displayed on both shoulders of all uniform shirts and jackets and centered one (1) inch below the shoulder seam. Animal Control personnel will wear the departments Animal Control Division patch.
6. Sergeant and Corporal Insignia - Will be official shiny metallic finish clutch type silver in color which are to be worn as collar insignia in the manner described in Collar Insignia above.
7. Whistle and Snake Type Whistle Chain - In appropriate metallic finish, the chain will be worn on the right shoulder button under the epaulet falling down into the inside of the right pocket. The whistle and snake chain will be gold or silver in color in accordance with the badge color.
8. Tie - Issued, dark blue. will be worn with the long sleeve shirt.
9. Tie Bars or Tacks - Of appropriate finish will be worn in the center of the tie and worn one inch below the third shirt button.

D. Trousers

1. Each uniformed patrol officer will be issued a minimum of three trouser uniform pants.
2. Trousers will be dark blue in color to match the shirt. Issued trousers or slacks will be clean, pressed and tailored.
3. Trousers will be tailored so that the front crease breaks one quarter (1/4) of an inch before touching the shoe. All pocket buttons will remain buttoned and must be replaced when necessary.
4. Bulky objects will not be carried in the pockets. No objects will protrude from the pockets.

E. Belt

The under-belt worn with these trousers will be a black leather type, one and one-half (1/2) inches wide, with velcro fastening or with the appropriate finish buckle.

F. Headgear

1. The designated uniform hat is optional for wear when outside the Department vehicle, when not under cover, or as personal courtesy dictates. The hat shall be worn when standing roll call, attending funerals, at parades, or other inspections.
2. Hats will be worn squarely on the head with the lower edge of the sweatband located one (1) inch above the eyebrows.
3. Hat braids and hat badges of appropriate color according to the badge color will be worn on the hat.
4. If appropriate, the chin strap will be worn around the back of the head and above the ears. If the chin strap is used it will be worn immediately under the point of the chin.
5. The uniform hat brim is not to be altered.

G. Uniform Footwear

1. Shoes and boots will be plain toe, either "vinyl" or leather and black in color. Shoes will be either the "low cut" type that do not extend upwards to or above the ankle or boots that lace up and have the same basic design as the shoe.
2. Footwear with buckles will not be worn with the uniform.
3. Shoes shall be clean and highly polished, and will be kept in good repair.
4. The heels of the shoes and boots will not be over one inch in height. Shoes without heels will not be worn with the uniform.
5. Black socks will be worn. If white socks must be worn for medical reasons, they will be worn under black socks.

H. Leather Gear

1. All uniform personnel will wear a two and one half inch (2-1/2) width black gun belt with appropriate buckle. The gun belt will have upon it the following items. Standard issue is black "basket weave type" leather:

2. Security style holster - One holster is to be worn on the right or left trouser seam. The butt of the semi-automatic pistol will be to the rear.
 3. Ammunition and case - To be worn on the forward portion of the belt, opposite the firearm. Each officer will carry a minimum of fourteen rounds of ammunition in the case. No more than two ammunition cases will be worn.
 4. Handcuff case with handcuffs inserted properly for immediate use. To be worn opposite the holster, to the rear of the side seam of the trousers.
 5. From two to four black keeper straps may be used to attach the belt to the garrison belt.
 6. Walkie-talkie holders must be fastened to the gun belt. ASP Baton holders must be fastened to the gun belt.
 7. Keys and key holder, when worn, will be worn so the keys may be tucked into the back pocket.
 8. Flash light holder will be worn on the opposite side of the firearm.
 9. Taser holsters will be worn directly opposite the firearm in a cross-draw type manner. Only officers certified to carry Taser will be authorized to do so as per S.O.P. Chapter 11-5.
 10. Officers will not be issued an ASP baton, Taser or O. C. spray unless qualified by POST standards to carry them.
 11. No other accessories will be permitted on the gun belt without written authorization from the Chief of Police.
- I. Inclement Weather Gear - Optional according to weather conditions.
1. Rain gear consists of a yellow colored raincoat to be worn with all but the top button snapped, and black rubber boots (optional).

During foul weather, the proper rain cover will be worn over the uniform hat to prevent water damage.
 2. The winter jacket will be police dark blue with the following worn appropriate to rank:
 - a. Gold or silver buttons;
 - b. Sergeant and corporal chevrons to be worn on both sleeves one half (½) inch below the Department emblems;

- c. The metal rank or sew on insignia of Lieutenant and above will be worn parallel to the shoulder seam and 5/8 inch from the shoulder seam to the nearest bar or insignia;
 - d. The winter jacket may be worn with summer uniform if during the spring and fall when cool nights and warm days prevail.
 - 3. Gloves, if worn, must be black leather or black fabric with full fingers; when working traffic, gloves will be orange. Disposable protective gloves will be worn when necessary for infectious disease protection. Fingerless gloves will not be worn.
- J. Excluded Items - The following items are excluded from use by affected personnel:
- 1. No dangling earrings or any type of ornament will be affixed to the ear, while in uniform on patrol capacity. Females with pierced ears may wear small post earrings.
 - 2. The use of and/or the possession of the hard metal flashlight commonly marketed under the name "Kel-light" is prohibited. The use of and/or the possession of any type of hand weapon such as a nightstick, baton (other than an issued ASP Baton or riot baton when issued for special circumstances), slapjack, or blackjack is also prohibited.
 - 3. Personal ornaments, or jewelry shall not be worn while in uniform nor shall they be affixed to any part of the uniform, unless authorized by the Chief of Police. Wedding rings and watches are the only type jewelry that may be worn.
 - 4. No officer shall wear any type emblem upon his/her uniform denoting membership in a specialized or particular squad of the department unless currently assigned to the squad. Any emblem or patch denoting a special squad to be worn on the uniform must receive prior approval from the Chief of Police.
 - 5. No political material may be worn on the uniform.
 - 6. Eye glasses either prescription or sun glasses with multi-colored frames will not be worn.

K. Firearms

1. A model 22/23 Glock, .40 caliber, semi-automatic is departmental issue for the Department. When not in use, it is to be snapped in the holster.
2. If issued a departmental handgun, this weapon will be the duty weapon carried.

L. Other Hardware

1. Handcuffs with one key are required and will be furnished by the department.
2. ASP baton and holder must be worn by sworn personnel in uniform if the personnel are qualified by POST standards to do so.

M. Criminal Investigations Division Dress Code

1. A detective shall dress in civilian clothes and shall keep him/herself neat and clean. The general appearance shall be business like and always presentable when in public. This will apply to both male and female CID personnel.
2. Whenever a male investigator is in the public view or appears before any official body or court, he shall do so in coat and tie. The coat may be omitted during very hot weather, and the service weapon may be exposed under these limited conditions.
3. No leisure suits will be permitted, ties will be worn.
4. No blue jeans will be worn on duty, unless approved by the shift supervisor.
5. All members of the CID shall keep their hair cut in a conservative manner. A mustache and/or beard may be worn, but will be kept. No handle bar type mustache will be allowed. An investigator will be exempt only if authorized by the Chief of Police.
6. CID personnel will be required to carry their firearms, ASP Batons and handcuffs whenever on duty unless prior approval is given. Whenever CID personnel are in contact with the public, they shall not carry their firearms in an open exposed manner without prior approval.
7. Investigators must carry hand held radios when away from the office or vehicle unless the nature of the investigation prohibits it.

- N. Tactical Response Unit - The following applies to members of the Tactical Response Unit:
1. The regular department uniform will be worn by members of the unit at all times, except when engaged in training, actual tactical situations, or upon approval of the Captain, UPD for specific events.
 2. Tactical clothing may be worn only for actual tactical situations. These include but are not limited to: high risk warrant service or entry, barricaded suspect, hostage situation, etc.
- O. Court Dress - The following attire will be appropriate in court:
1. Uniform or Coat and tie with dress slacks for males, and appropriate dress for females. Jeans are prohibited.
 2. No other dress will be appropriate for court appearances.
- P. Inside Dress - While assigned to office duty, or any other duty of an inside nature, upon approval of the Chief of Police, sworn officers may be exempt from wearing those articles which are not necessary for that duty.
- Q. Civilian Personnel - Office personnel assigned to the Department should dress in a business like manner. There shall be no blue jeans, bare feet, halter tops, shorts, tank tops, or tennis shoes worn while on duty.
- R. Turning in Equipment upon Termination or Resignation - When any employee resigns or is terminated, all city issued property will be turned into the Captain, Administrative Services Division. This must be done before the issuance of a final pay check.
- S. Hair - The following constitute the hair regulations for the Department:
1. The hair will be neatly groomed and worn in such a manner as to not hang over the forehead under the regulation head gear. Hair will always be neatly groomed (male or female).
 2. The hair at the back of the head may be worn in a full manner. The back of the hair may be of a tapered or feather edge style (see number 8 below). No hair will be allowed to extend over the collar or be cut straight with a scissor-like effect showing no taper. The rear hair may be worn in a square type style provided a shabby bobbed off appearance is not evident.

3. The hair on the top of the head may be worn in a full manner provided the regulation head gear is not hindered by the hair from sitting squarely on the head. The head gear cannot be supported solely by the hair, but must at some point be supported by the head surface. The hair must not be of a length which would extend from beneath the head gear in a shabby fashion (male or female).
4. Sideburns are permitted, provided they do not extend below the bottom of the ear. They may be worn in a full hair style and must be combed in a downward fashion or toward the rear of the head. No part of the sideburn is permitted to touch or conceal the ear. Sideburns cannot be worn in a flared fashion. The base will have a clean, horizontal line.
5. A short to medium Afro style hair cut is acceptable. The hair should not cover or touch the ears or extend below the normal hairline. The hair should permit the regulation head gear to sit squarely on the head and not rest solely on the hair. The head gear must rest on the head at some point. "Corn-rowing" of the hair is not permitted while in uniform (male or female).
6. A mustache is permitted provided it does not extend below the corners of the upper lip. It cannot turn upward or be worn in a twisted manner. It cannot be of a "Fu Man Chu" or "handle bar" style, and cannot be waxed on the ends. The upper lip must be totally exposed. The mustache cannot be worn so thick that it extends over 1\4 inch outward.
7. Wigs or hair pieces may be worn only to cover natural baldness or to cover physical disfiguration. When worn, wigs will conform to hair regulations (male or female).
8. Female uniform officers are required to wear their hair to comply with the standards of the Department. Female officers are permitted to wear their hair pinned up during duty hours.
9. Ponytails are not permitted (male or female).
10. Members of the Criminal Investigations Division are required to comply with all rules regarding hair styles.

T. Protective Vests

1. For the purposes of this paragraph three threat levels will be considered: low, medium, and high. Two threat levels, medium and high will require the protective vest be worn. The last threat level, low, will be at the discretion of the officer.

2. The following is a threat level assessment by job task. This list is not all inclusive and may be expanded or the job tasks reclassified as the need arises:

<u>JOB TASK</u>	<u>THREAT LEVEL</u>
Office Work	Low
Teaching or Receiving Instruction	Low
Testifying in Court	Low
Acting as a Detention Officer	Low
Off-Duty Employment not related to Law Enforcement	Low
Interviewing (in an office)	Low
Uniformed Officers engaged in duties other than listed above.	Medium
Non-uniformed Officers engaged in duties other than listed above.	Medium
Off-Duty Employment related to Law Enforcement	Medium
Executing Search Warrants	High
Executing "High Risk" Felony Warrants	High
Searching during a Bomb Threat	High

3. To retain their maximum effectiveness, vests must be replaced on a regular basis, must be kept in good order, and must be replaced when damage to the vest occurs.

4. Rules and Regulations

- a. Vests will be worn as a condition of continued employment by all sworn officers engaged in tasks that have a medium or high threat level.
- b. Failure to wear a vest under the conditions indicated may result in disciplinary action or diminished coverage of benefits.
- c. Vests will be replaced after damage or injury to the vest or after five years.
- d. Vests will be issued to each sworn officer as part of his/her initial outfitting. Mesh shirts, that can be worn under the vest, may be purchased from the current uniform supplier as part of the uniform. Investigators receiving a cash allowance in lieu of an in-kind issue must purchase their own from the funds allotted.

- e. Sworn officers not in uniform will wear the reflective vest in addition to the protective vest when engaging in high risk tasks.
- f. The trauma plate will be inserted by all sworn officers when engaging in high risk tasks.