

 NORFOLK Department of Police	Administrative General Order - 320: Dress and Personal Appearance		
	Office of Preparation: Office of Support Services (adr)		
	CALEA:	26.1.1	
LEGAL REVIEW DATE:	1-25-2018	PRESCRIBED DATE:	2-27-18
City Attorney:	<i>Jack E. Cloud</i>	City Manager/Director of Public Safety:	<i>James J. Smith</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Purpose

The purpose of this order is to provide dress and personal appearance standards for all Police Department employees.

Policy **(CALEA 26.1.1)**

The Norfolk Department of Police requires that employees shall conform to required grooming and dress standards in order to present a professional appearance while on-duty. Supervisors shall monitor subordinates' dress and appearance and take any necessary corrective action. For the purpose of this directive, the term "on-duty" also applies to employees appearing in court, working part-time for the City, working outside employment, attending training, or otherwise presenting themselves as a member of the Department in an official capacity.

Supersedes:

1. G.O.ADM-320, dated June 15, 2015
2. Memo 13-002, dated January 3, 2013
3. Memo 14-045, dated March 7, 2014
4. Any previously issued directive conflicting with this order

Order Contents:

- I. Dress Code
- II. Issuance and Replacement of Uniforms
- III. Departmental Uniforms Issued Articles
- IV. Personal Appearance

I. Dress Code

- A. Clothing and manner of dress must present a neat appearance. All clothing and equipment shall be kept clean and in serviceable condition. When circumstances result in disrepair or lack of neatness, employees shall avail themselves of the first opportunity to correct the unsatisfactory condition.
- B. Commanding officers or officers-in-charge shall be responsible for enforcing this dress code policy for employees assigned to their command. All command specific clothing regulations shall be included in the command's Standard Operating Procedures (SOP).
- C. The Chief of Police reserves the right to dictate the manner of dress to be worn for special assignments, events, or ceremonial duties.
- D. Civilian/Plainclothes Attire
 - 1. Clothing shall not be disrespectful or promote discrimination; indecent, obscene, or allude to inappropriate innuendos; advocate criminal activities, violence, drugs, or alcohol; dangerous to the health and welfare of others; or disruptive in the work environment. Transparent material or articles of clothing that have a bare midriff and are considered provocative are prohibited.
 - 2. Clothing should present a professional, properly tailored appearance, maintained in good repair without rips or stains. For uniformity, the following terms are defined:
 - a. Business Professional/Court Attire
 - (1) Females – Coordinated pant or skirt suit, dress, or skirt or pants with coordinated blouse, sweater and/or jacket and dress shoes. Dresses and skirts are to be knee-length or lower.
 - (2) Males – Suit or sports jacket and trousers with dress shoes. Attire should be coordinated with shirts and ties. Leather coats and blazers that are tailored and wear the same as a suit or sports jacket are acceptable. Western style, waist-length, or other styles of leather coats are prohibited.
 - (3) Casual trousers, sweaters, or other apparel or shoes are prohibited. Articles of clothing are to be solid in color or small pin stripes, in conservative blue, black, grey, or brown tones.
 - b. Business Casual
 - (1) Females – Casual trousers or skirt with coordinated blouse or sweater, or dress. Dresses and skirts are to be knee-length or lower.
 - (2) Males – Casual trousers with coordinated collared shirts.
 - (3) Casual shoes such as tennis shoes and flip-flops are prohibited.
 - c. Street Clothes

Supervisors may approve the wearing of street clothes that are appropriate for the activity the employee is participating in, such as jeans, shorts, t-shirts, or sweatpants/shirts.

d. Police Identification/Lanyard

Police identification attached to a lanyard will be displayed at all times by all sworn personnel when in plain clothes within police facilities.

E. Uniform Attire

Uniform Composition, Attachment A, provides a listing of approved clothing, accessories, and equipment for Class A, B, and Command Uniforms for law enforcement and operations officers. Departmental Uniforms, Attachment B, provides decorum for proper wear of uniforms.

1. Issued Uniform Articles

a. Issuing commands are responsible for maintaining an individual uniform record for each employee.

b. The Property and Evidence Unit is responsible for maintaining a badge inventory for all metal badges. In order to maintain accurate records and accountability for metal badges, employees shall abide by the following procedures.

(1) Employees issued a metal badge may request permission to duplicate their badge by submitting a letter to the Chief of Police, via the chain of command.

(a) The original letter, indicating approval or disapproval, shall be returned to the submitting employee; a copy shall be forwarded to the Office of Support Services and inserted into the employee's personnel jacket.

(b) Upon approval, duplicate badges shall be made at the employee's expense and remain the employee's property regardless of employment status.

(c) Duplicate badges shall be an exact reproduction of the issued badge. Modifications to the design of the badge are prohibited.

(2) Law enforcement officers transferred to an investigative assignment shall report to the Property and Evidence Unit (P&E) for issuance of an investigator's badge; and shall return the investigator badge immediately upon being transferred out of such assignment.

(3) Employees are responsible for the proper use, care, and security of badges and shall report loss, theft, or destruction of any badge to the Chief of Police, via the chain of command, within 24 hours of such occurrence.

c. Exact duplicates of nameplates, Police Training Officer pins, and ribbons, and command insignias may be purchased at the employee's expense. Nameplates may include the employee's initials.

2. Police Training Officer Insignia Designation

Sergeants and below who successfully graduate from the Police Training Officer program and maintain good standing are authorized to wear the designated insignias on issued Class A/B uniforms. Attachment B. Illustrations, page 4.

3. Non-Issued Uniform Articles

A number of optional, non-issued uniform articles are authorized for wear with the department uniforms. These articles are to be purchased at the employee's expense and shall conform to specifications listed in Attachment D this general order.

4. Acceptable placement of uniform accessories is illustrated in Attachment B.

II. Issuance and Replacement of Uniforms

A. The issuance and replacement of department uniform items (clothing, accessories, and equipment) shall be dispersed as needed at the discretion of the issuing command.

1. Law enforcement and operations officer uniforms and accessories are issued under the supervision of the officer-in-charge of the Property and Evidence with the exception of firearms, ammunition, and belting equipment for law enforcement officers, which are issued under the supervision of the Range Master.
2. Humane officer uniforms are issued under the supervision of the officer-in-charge of the Animal Protection Unit; officers shall adhere to the uniform regulations set forth in their command's SOP.
3. School crossing guard uniforms are issued under the supervision of the officer-in-charge of the Traffic Unit; officers shall adhere to the uniform regulations set forth in their command's SOP.

B. Employees shall contact the appropriate command for the issuance and replacement of uniform items (clothing, accessories, and equipment). Property and Evidence personnel are responsible for determining the serviceability of uniform items. Returned items that are serviceable shall be retained for re-issue. Items in disrepair or outdated shall be shredded and/or destroyed by Property and Evidence.

C. If replacement items are not in stock, a requisition may be issued authorizing the employee to obtain needed items from the uniform vendor. Employees shall try on their uniforms or equipment to ensure proper fit. It is the employee's responsibility to ensure issued items fit properly or are altered before accepting.

1. If there is a problem with a uniform, employees are to return the items immediately to the vendor for either replacement or alteration. Uniforms are not to be worn for duty and then returned for an exchange or alteration, unless defective.
2. Commanding officers and officers-in-charge are authorized to designate individuals to retrieve uniforms ready for pick-up from the vendor on behalf of other personnel. Commands shall be responsible for ensuring accountability and safekeeping of such items.
3. Employees are not permitted to alter or modify equipment. Only trained employees or vendors may repair or modify equipment according to manufacturer's standards.

- D. Issued items which have been lost, destroyed, or otherwise not available to be returned for replacement must be reported on PD 559, Police Equipment Incident Report. The original PD 559 must have been processed at the time of replacement.
- E. Upon promotion, personnel are to report to the Property and Evidence Unit to receive the appropriate issued clothing and/or accessories.

III. Departmental Uniforms Issued Articles

A. American Flag Pin: Two styles of American Flag pins are approved for optional uniform wear: a rectangular pin 1/2" x 3/4", and a pin of similar dimensions with the flag flying on-mast.

- 1. Class A Shirt - Worn, centered on the flap on left pocket between the button and the top of the pocket. See Illustration, #4, Attachment D.
- 2. Class B Shirt - Use not permitted.
- 3. Cruiser Jacket - Use not permitted.
- 4. Raincoat - Use not permitted.
- 5. Blouse - Worn on the left lapel below "V" cut. See Illustration, #8, Attachment D.
- 6. Optional Uniform Clothing - Use not permitted.

B. Badge and Badge Holder:

- 1. Class A Shirt - Metal badge worn on the left side where badge holder is provided.
- 2. Class B Shirt - Embroidered badge sewn-on the left side, centered above the left pocket, with the bottom point of the badge approximately 1/4" above the top edge of the pocket.
- 3. Cruiser Jacket - Embroidered badge sewn-on the left side, centered above the left pocket, with the bottom point of the badge approximately 4" above the top edge of the pocket.
- 4. Raincoat - Metal badge worn in the provided grommets on the left side. In the event grommets are not provided, in the same relative position as on the cruiser jacket.
- 5. Blouse - Metal badge worn on the left side where the badge holder patch is provided.
- 6. All law enforcement officers will be issued a badge holder, to be used to identify oneself as an officer while wearing plainclothes on-duty.

C. Baseball Cap

- 1. Class A Uniform - Use not permitted, unless the Chief of Police or designee authorizes the wear of baseball caps during special events.
- 2. Class B Uniform - May be worn with the Class B uniform.

D. Belting System

- 1. Law enforcement officers, sergeants and below, will wear the issued duty belt, trouser belt (inner belt), and keepers while wearing the Class A or B uniform. The following equipment will be attached to the duty belt, inside the appropriate holster or case:
 - a) Firearm
 - b) Magazines

- c) Handcuffs
- d) OC

The appropriate holder will also be attached to the duty belt when carrying a radio and ECW. Flashlight, baton, and knife may be attached to the duty belt by using the approved holster/case. Duty belts may be removed by personnel assigned to inside duties in police facilities. In this instance, firearms must be appropriately secured.

- 2. Operations officers will wear the issued garrison belt while wearing the Class A or B uniform. OC canister/case will be attached to the garrison belt. The appropriate holder/holster will also be attached to their belt when carrying a radio, ECW, or flashlight.
- 3. Command staff will wear the issued garrison belt and holster when wearing a blouse. Either the issued garrison or duty belt may be worn when wearing the Class A or B uniform.

E. Cellular Telephones and Pagers

Personnel may attach issued cellular telephones and pagers by using the issued case to either the duty or garrison belt when wearing the Class A or B uniform.

F. Chevrons

Corporals and operations officers II (two chevrons) and sergeants (three chevrons) will wear sewn-on embroidered gold chevrons on both sleeves of the Class A and B shirts, cruiser jackets, lightweight jackets, and command sweaters. Refer to Illustration #1, Attachment B, for placement.

G. Collar Ornaments

- 1. Collar ornaments are to be worn on Class A shirts only. Sergeants will wear gold collar ornaments; operations officers, police officers, and corporals will wear silver collar ornaments.
- 2. NPD collar ornaments will be worn by uniformed personnel, except those assigned to a patrol division, on both collars of short and long-sleeved shirts. Refer to Illustration #6, Attachment B, for placement.
- 3. Uniformed personnel assigned to a patrol division will wear the collar ornaments indicating the division currently assigned, in the same manner as the NPD collar ornament is worn. Refer to Illustration #9 and #10, Attachment B, for placement.

H. Command Insignia

Command staff will wear the following command insignia, in lieu of collar ornaments:

- 1. Lieutenants - One silver bar
- 2. Captains - Two silver bars
- 3. Assistant Chiefs of Police - Gold oak leaf
- 4. Deputy Chief of Police - Silver oak leaf
- 5. Chief of Police - Silver Eagle

I. Metal Command Insignia

1. Class A Shirts - The small metal insignia will be worn centered on both sides of the collar.
2. Lieutenants and Captains - Refer to Illustration #5, Attachment B, for placement.
3. Deputy/Assistant Chiefs of Police - Insignia will be centered on an imaginary line bisecting the point of the collar. Refer to Illustration #11, Attachment B, for placement.
4. Chief of Police - Eagle is to be centered on an imaginary line bisecting the point of the collar. Refer to Illustration #11, Attachment B, for placement.
 - (a) Command Blouse and Command Sweater - The large metal insignia of rank will be worn centered on the epaulets 1/2" from outer edge of the blouse or command sweater (when the metal badge and nameplate is used). Refer to Illustration #7, Attachment B, for placement.

J. Embroidered Command Insignia

Embroidered Command Insignias will be sewn on Class B Shirts for the ranks of Lieutenants and above.

1. Cruiser Jacket, Lightweight Jacket, and Command Sweater - The large command insignia will be sewn-on these garments. Command sweater (when the embroidered badge and nameplate is used) will be centered on the epaulets, 1/2" from outer edge. Cruiser and lightweight jackets will be 1/4" away from snap toward the collar. Refer to Illustration #7, Attachment B, for placement.
2. Piping on Command Blouse - Command staff will ensure that gold piping consummate to their rank, as approved by the Chief of Police, is sewn-on completely around the sleeves, 3 1/2" from the cuff.

K. Command Skirt

Female command staff may wear the optional issued skirt with crossover tie in place of the gabardine trousers and Class A tie when wearing the command uniform. Refer to Attachment D of this order for mandated hosiery and dress shoe description. This skirt and crossover tie may not be worn as a part of any other issued uniform.

L. Electronic Control Weapon (ECW) Holster

Qualified uniformed officers carrying a ECW will use the department issued holster.

M. Decorations

1. Medals - May be worn only at parades and other formal events. Medals will be worn with the ribbon looped around the neck and the medal resting against the chest. Medals are to be worn with Class A uniform shirt, command blouse, or while dressed in court attire.
2. Service Ribbons - May be worn only on the Class A uniform shirt or command blouse, centered, 1/4" above the right breast pocket, in order of precedence from left to right, top to bottom. Ribbons will be displayed three across. In the event of four ribbons, the first ribbon will be centered on the top row, followed by a row of three; five ribbons, two ribbons centered on the top row, followed by a row of three, etc.

Personnel may purchase and wear metal/enamel replicas of issued cloth ribbons, but may not mix the two. Refer to ADM-385: Awards and Commendations, for order of precedence and Illustration #3, Attachment D of this order, for placement.

N. Ear Muffs

Ear muffs may be worn seasonally with the Class A or B uniform. They are not to be worn at ceremonies or formal functions, unless extreme weather conditions exist and the Chief of Police or designee approves usage.

O. Police Training Officer Pin

1. The police training officer pin will be worn on the left side of the uniform, in the same position as that of the nameplate, when actively training a probationary officer. Refer to Illustration #4, Attachment B, for placement on Class A shirts.

P. Firearm and Holster

1. Mandatory for all law enforcement officers to carry weapons as specified in G.O. OPR-110: Firearms. Issued firearms will be carried loaded in holsters approved for use by the Range Master.
2. Care, maintenance, and inspection of firearms will be in accordance with G. O. OPR-110: Firearms.

Q. Flashlight/Holder/Handcuffs and Key with Case

1. Uniformed personnel assigned to street duties will carry the issued or optional flashlight in an approved holder attached to the duty or garrison belt. Personnel assigned to inside duties may store flashlights appropriately. Refer to Attachment D for optional flashlight regulations.
2. Law enforcement officers will have the handcuffs and key accessible while on-duty. Uniformed officers will carry handcuffs in the issued case, attached to the duty belt while wearing the Class A and B uniform. Investigators will be issued an alternative case.

R. Hat - Class A

1. Corporal and above shall wear the Class A Hat unless otherwise directed by the Chief of Police or designee.
2. Hat Shields - Consummate to the employee's rank, the shield will be worn on the front of authorized Class A hats in provided grommet holes.
3. Hat Bands
4. Police Officers - Black band
5. Corporals and Operations Officers - Silver band
6. Sergeants and above - Gold band
7. Embroidered Visors - Captains and above will be issued hats with embroidered visors consummate to their rank, as approved by the Chief of Police.

S. Lightweight Jacket/Watch Cap/Whistle

1. Command staff may wear the issued black lightweight jacket with sewn-on embroidered badge, nameplate, patches, and insignia; placed in the same relative

position as on the cruiser jacket. The lightweight jacket may be worn while wearing the Class A uniform.

2. Uniformed personnel may wear the knit cap with the "NPD" insignia during seasonal weather. The cap shall be worn with the letters aligned in the center of the forehead.
3. Uniformed personnel, sergeants and below, must have the whistle accessible while on-duty. Whistles may be attached to the duty belt via keeper or use the non-issued whistle chain, that conform to the specifications contained in Attachment D when wearing the Class A or B uniform. Personnel assigned to investigative or inside duties may store whistle appropriately.

T. Nameplate

1. Class A Shirt - Metal nameplate will be worn centered on the top flap of the right pocket; the upper edge of the nameplate is to be even with the uppermost edge of the pocket. Refer to Illustration #3, Attachment D.
2. Class B Shirt - Embroidered nameplate will be sewn-on centered, 1/4" above the top edge of the right pocket.
3. Cruiser Jacket - Embroidered will be sewn-on centered, 1/4" above the top edge of the right pocket.
4. Raincoat - Use not permitted.
5. Blouse - Metal nameplate will be worn on the left side of the blouse, centered 1/4" above the peak of the badge.

U. Oleoresin Capsicum (OC) Canister/Case

Law enforcement and operations officers must carry the issued OC canister and case while on-duty. Officers must attach OC canister/case to either the duty or garrison belt when wearing the Class A or B uniform. Personnel in plainclothes assignments will have OC and case accessible as outlined by their command's Standard Operating Procedures (SOP).

V. Police Baton/Holder/Radio/Case

1. Law enforcement officers may carry and use the issued police batons, or approved batons that conform to the specifications contained in Attachment D and G.O. OPR-120: Use of Force. Batons may be attached to the duty belt using the approved holder when wearing the Class A or B uniform.
2. Uniformed personnel, sergeants and below, when assigned a police radio, will carry the radio in a case provided by the department. All other employees will follow guidelines set forth by their command's Standard Operating Procedures (SOP).

W. Raid Jacket

Will be issued to all law enforcement officers; to be used to identify oneself as an officer while wearing plainclothes on-duty.

X. Service Emblems

1. Service Stripes - To be worn on Class A uniforms. One bar will be sewn-on the left long-sleeved shirts, centered on the crease line, for the completion of each five years of police service. Service stripes will be attached to the uniform within three months of the completion of the five-year increment. Refer to Illustration #1, Attachment B, for placement.
2. Service Stars - One star will be worn on the blouse by command staff, lieutenants and above, for the completion of each five years of police service. Service Stars will be attached to the uniform blouse within three months of the completion of the five-year increment. Refer to Illustration #2, Attachment B, for placement.
3. Service Pins -The appropriate service pin may be worn on Class A shirts, centered on the right pocket and under the nameplate. Refer to Illustration #3, Attachment B, for placement.

Y. Shoulder Patches

1. Embroidered NPD shoulder patches will be sewn-on both sleeves of all Class A and B shirts, cruiser jackets, blouses, lightweight jackets and command sweaters. Refer to Illustration #1, Attachment B, for placement.
2. Operations officers, humane officers, and school crossing guards will have "Civilian Staff" rockers sewn-on centered and under all shoulder patches.
3. Members of special units or divisions that have an approved special unit shoulder patch will wear them on the right shoulder in place of, and in the same manner as, the NPD shoulder patch. Special unit patches will only be authorized for officers currently assigned to special units or divisions.

Z. Uniform Items:

1. Shirts
 - a) Class A and B shirts will be worn with appropriate patches, rockers, chevrons, nameplate, and badge with the shirt tucked inside the trousers. Collar devices, command insignia, and service stripes will be worn only on Class A shirts.
 - b) Shirts will not be worn with the sleeves rolled up.
 - c) Shirts issued to command staff will not be replaced for the sole purpose of obtaining a different color. A shirt that is replaced because of wear or damage may be exchanged for either color at the discretion of the employee.
2. Ties
 - a) Corporal and above will wear a tie with Class A long sleeve shirts unless otherwise directed.
 - b) Ties may only be worn with a Class A long sleeve shirt or Command Uniform.
 - c) Only clip-on ties will be worn.
 - d) Ties will not be tucked in the shirt or waist-line
3. Trousers
 - a) The length of trousers will be hemmed.

IV. Personal Appearance

A. Tattoo Regulations Effective October 8, 2007

1. Tattoo issues shall be reviewed on an individual basis.
 - a. The Commanding Officer overseeing Recruitment functions shall review and determine if an applicant's tattoo(s) is in violation of this order.
 - b. Respective Bureau Chief shall review and determine if the employee's tattoo(s) is inappropriate or offensive.
2. The following tattoo(s) are prohibited, regardless of visibility.
 - a. Extremist – Tattoo(s) affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities, including those advocating racial, gender, ethnic hatred or intolerance, or illegal discrimination based on race, color, gender, ethnicity, religion, sexual or gender orientation, or national origin and/or tattoo(s) advocating violence or other unlawful means of depriving individual rights under the U.S. Constitution and Federal or State law.
 - b. Indecent – Tattoo(s) that are grossly offensive to modesty, decency, propriety, or professionalism.
 - c. Sexist – Tattoo(s) advocating a philosophy that degrades or demeans a person based on gender.
 - d. Racist – Tattoo(s) advocating a philosophy that degrades or demeans a person based on race, ethnicity, or nationality.
3. The following shall apply to employees hired before October 8, 2007:
 - a. Shall not add any tattoo(s) to the neck, face, head, or scalp.
 - b. Shall not add an inappropriate or offensive tattoo(s); whether it might be covered or not. Existing inappropriate or offensive tattoo(s) shall be covered. See Attachment C, #21.
 - c. Cosmetic tattoo(s) (eyeliner, eyebrows, & lips) is authorized as long as it is natural in appearance.
4. The following shall apply to employees hired on or after October 8, 2007:
 - a. Shall not have or add a tattoo(s) on the neck, face, head, or scalp (to include ears), as well as the hands, fingers, or wrists (below the wrist bone).
 - b. Shall not have or add inappropriate or offensive tattoo(s).
 - c. Cosmetic tattoo(s) (eyeliner, eyebrows, & lips) is authorized as long as it is natural in appearance.

B. Body Ornamentation

Body ornamentation of the nose, eyebrow, tongue or any other body part that is visible is prohibited. Examples of such prohibited ornamentation include, but are not limited to, body-piercing jewelry (with the exemption of earrings) and insertion of foreign objects in, on, or under the skin for purely cosmetic reasons unrelated to any reconstructive surgical or prosthetic treatment.

1. Non-uniformed civilians may wear jewelry on the body that does not interfere, cause work distractions, or create a hazard while performing their assigned tasks. Jewelry includes items such as necklaces, watches, rings, bracelets, and earrings.
2. Uniformed/sworn and civilian personnel shall not attach jewelry of any kind to their uniform. Jewelry worn on the body shall be limited to watches, rings, close-fitting identification type bracelets, stud earrings, and necklaces which are of sufficient length to be hidden under the employee's clothing. Stud earrings will be limited to one stud earring per lobe. Choker type necklaces and loose-fitting bracelets are prohibited.
3. Only females may wear one round shaped stud, post earring, centered on and against the ear lobe of each ear while on duty. Matching earrings shall be no larger than 6 millimeters or ¼ inch in diameter with a white pearl-like, clear stone, gold, or silver finish.
4. For the purpose of earrings, only females may wear earrings, as cited in Kleinsorge v. Eyeland Corp., #99-5025, 2000 U.S. Dist. Lexis 812, 81 FEP Cases (BNA) 1601 (E.D. Pa. 2000), citing Knott v. Mo. Pac. Rwy., 527 F.2d 1249 (8th Cir. 1975), **“minor differences in personal appearance regulations that reflect customary modes of grooming ... grooming codes do not have to be entirely gender neutral.”**

C. Body Mutilation

Intentional body or skin mutilation, scarring, or branding is prohibited. Examples of prohibited intentional mutilation include, but are not limited to, split or forked tongues, enlarged or stretched holes in ears or earlobes, and intentional scarring or branding on an exposed body part.

D. Dental Ornamentation

The use of gold, platinum, or any other unnatural-looking veneer or cap on a tooth or teeth for ornamental purposes is prohibited. No tooth, whether natural, capped, or veneer, may be ornamented with any designs, marks, jewels, initials, etc.

E. Contact Lenses

Contact lenses shall be of a natural eye color. Lenses which are red, orange, silver, or any unnatural-looking color (any color which when worn creates an unnatural appearance to the eye), and any lenses with a visible graphic design or marking are prohibited.

F. Cosmetics – Only female employees may apply cosmetics:

1. If worn, makeup shall be applied conservatively, to complement the individual's complexion, skin tone, and clothing. Exaggerated or faddish cosmetic styles are prohibited.

2. Lipstick and nail polish are to be pale or subtle shades. Unnatural colors such as purple, gold, blue, black, multiple colors, and decorative nail ornamentation are prohibited when in uniform.

G. Hair Standards

1. All employees shall report to work with their hair neat, clean, and presenting a groomed appearance. Hairstyles which may be in fashion but which present an unprofessional, distracting and/or disheveled appearance are prohibited. Examples of unprofessional styles include, but are not limited to, Mohawk cuts and carvings.
 - a. Dyed hair for all employees should be a natural shade.
 - b. Wigs and hairpieces are permitted if they conform to the standards for hairstyles and natural hair shades and do not interfere with the proper wearing of police headgear and personal protection equipment (PPE).

2. Uniformed/Sworn Female Employees

Hair for uniformed/sworn female employees, to include operations officers and humane officers, may be cropped short, pulled back or otherwise neatly styled, but may not be worn in a ponytail or pigtail. Hair shall not extend below the bottom edge of the collar. Hair styles shall not interfere with proper wearing of police headgear and personal protection equipment (PPE). Hair-holding ornaments such as barrettes, hairpins, and clips must be transparent or of a similar color to the individual's hair. Hair ornaments such as ribbons and beads shall not be worn.

3. Uniformed/Sworn Male Employees

- a. Hair for uniformed/sworn male employees, to include operations officers and humane officers, may touch the ear but may not extend over the ear or below the eyebrows. Hair shall be groomed so that it does not extend below the top edge of the collar, or interfere with the proper wearing of police headgear and personal protection equipment (PPE).
- b. Sideburns shall not extend below the lowest part of the ear and must be neatly trimmed and tapered in the same manner as the haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven, horizontal line.
- c. Mustaches shall be neatly styled and trimmed and may extend over the upper lip but may not extend over any part of the lower lip. It may be grown no longer than the corners of the mouth and the ends of the mustache shall not be twisted or waxed. Mustaches shall not be squared but may be tapered toward the corners of the mouth or formed from the natural facial hairline.
- d. Beards, goatees, or other hair growth on the lower chin, face, neck or lower jawbone area are prohibited.

4. Shaving Waivers

Personnel being treated for certain skin conditions may request a shaving waiver from the Chief of Police via the chain of command. Medical validity for approving shaving waiver requests will be verified by the City's contract medical provider. If

approved, requests must be resubmitted semiannually. Upon approval, the following conditions will apply:

- a. Beards will not exceed ¼ inch in length. Beards will not be shaped or trimmed; they must follow the natural contour of the face.
- b. Goatees are not permitted.
- c. Personnel approved for the shaving waiver must shave for annual physicals to accommodate mask fittings.
- d. Personnel approved for the shaving waiver must have a shaving kit available in the event of a duty related incident where breathing apparatus would be used (civil disturbance, etc.).

H. Law Enforcement Exemptions

1. Law enforcement officers serving in undercover or plainclothes capacity may be exempted from personal appearance restrictions contained in this order provided the deviation is only temporary and prior approval for such deviation has been granted by their supervisor.
2. Exemptions may remain in effect during civil unrest and emergency conditions when circumstances dictate wearing a Departmental uniform, unless rescinded for a scheduled event by the Chief of Police.

Definitions

Tattoo:

A tattoo is any design, letter, scroll, figure, symbol, or any other mark made upon or under the skin of any person with ink or any other substance, resulting in the permanent or temporary coloration of the skin.

Inappropriate/Offensive Tattoo:

A tattoo is considered inappropriate/offensive if it depicts, describes, or refers to sexual conduct, acts, organs, profanity or intolerance of or discrimination against any person or member of any race, color, creed, religion, gender, or national origin; or if the tattoo is customarily associated with any particular organization or group which is known to advocate or harbor such intolerance or discrimination; or if the tattoo adversely affects the respect accorded to the Department by citizens; or violates the Department's standards of decency or morality.

Tattoo Coverage:

1. The wearing of appropriate civilian or uniform attire that provides coverage of the tattoo(s), such as a long-sleeved shirt or trousers.
2. The wearing of a full arm, skin colored tattoo cover-up sleeve that provides coverage of the tattoo(s).

Related Documents

1. G.O. ADM-340: Modified Duty
2. G.O. ADM-380: Outside Employment

3. G.O. ADM-385: Awards and Commendations
4. G.O. ADM-423: Honor Guard
5. G.O. ADM-520: City Owned Property
6. G.O. ADM-560: Soft Body Armor
7. G.O. OPR-690: Plainclothes Regulations

Attachments

- A. Uniform Composition
- B. Illustrations
- C. Departmental Uniforms
- D. Approved Non-Issued Uniform Articles

UNIFORM COMPOSITION

OPERATIONS OFFICERS

Issued Items	Issued	Class A	Class B	Non-issued Items *	Class A	Class B
Class A Hat with Shield	1	Optional	Prohibited	Cell Phones	Optional	Optional
Class A Tie	1	Conditional	Prohibited	Footwear	Mandatory	Mandatory
Class A Short-sleeved Shirts	5 each	Mandatory Blue Shirt	Prohibited	Gloves	Optional	Optional
Class A Long-sleeved Shirts						
Class A Trousers	5	Mandatory	Prohibited	Key Holder	Optional	Optional
Class B Short-sleeved Shirt		Prohibited	Mandatory	Mock Turtleneck	Optional	Optional
Class B Long-sleeved Shirt						
Class B Trousers		Prohibited	Mandatory	Scarf	Optional	Prohibited
Cruiser Jacket	1	Optional	Optional	Socks	Mandatory	Mandatory
Raincoat	1	Optional	Optional	Trooper Cap	Optional	Prohibited
Rubber Boots	1	Optional	Optional	Undershirts	Mandatory	Mandatory
Badge - Mandatory	1	Metal	Embroidered	Ear Muffs	Optional	Optional
Baseball Cap	1	Conditional	Optional			
Garrison Belt	1	Mandatory	Mandatory			
Flashlight and Holder	1	Conditional	Conditional			
Radio and Case	1	Conditional	Conditional			
CEID Holster	1	Conditional	Conditional			
OC Canister and Case	1	Mandatory	Mandatory			
Collar Ornaments	2	Mandatory	Prohibited			
Service Ribbons		Optional	Prohibited			
Nameplate - Mandatory	1	Metal	Embroidered			
American Flag Pin	1	Optional	Prohibited			
Watch Cap	1	Optional	Optional			
Whistle	1	Conditional	Conditional			

Note: Refer to the following attachments for further explanation:

- Attachment B, Departmental Uniforms Issued Articles
 - Attachment C, Departmental Uniforms Non-issued Articles
 - Attachment D, Illustrations, placement of uniform accessories
- * For non-issued items, see Property and Evidence personnel for list of approved brands or models.

Note: Collar ornaments for Sergeants, Corporals, Officers and Operations Officers will no longer be worn after all sergeants and below are fitted with the new 5.11 uniform. During the changeover period and when wearing the Class A uniform, collar devices will continue to be worn.

UNIFORM COMPOSITION

SERGEANTS, CORPORALS, AND POLICE OFFICERS

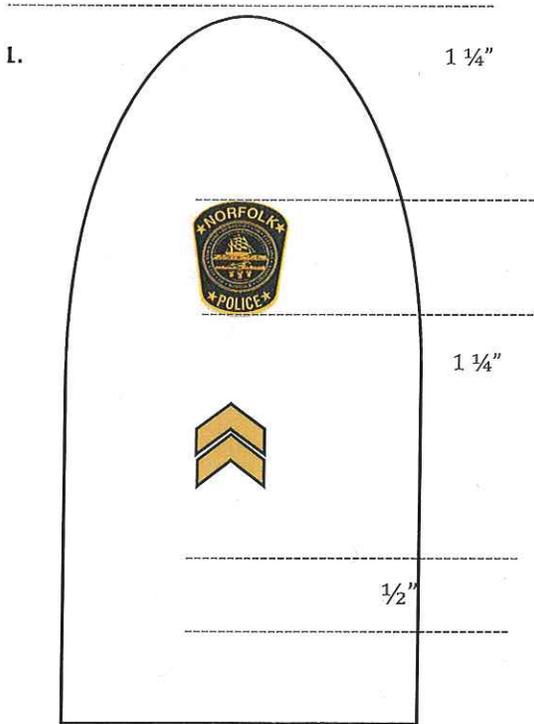
Issued Items	Issued	Class A	Class B	Non-issued Items	Class A	Class B
Class A Hat with Shield	1	Mandatory-Sergeants/Corporals	Prohibited	Cell Phones	Optional	Optional
Class A Tie	1	Conditional	Prohibited	Command Sweater	Optional	Prohibited
Class A Short-sleeved Shirts	1 each	Mandatory Blue Shirt	Prohibited	Footwear	Mandatory	Mandatory
Class A Long-sleeved Shirts	1 each	Mandatory	Prohibited	Gloves	Optional	Optional
Class A Trousers	1	Mandatory	Prohibited	Key Holder	Optional	Optional
Class B Short-sleeved Shirt	3 each	Prohibited	Mandatory	Knife	Optional	Optional
Class B Long-sleeved Shirt	3 each	Prohibited	Mandatory	Lightweight Jacket	Optional	Optional
Class B Trousers	3	Prohibited	Mandatory	Mock Turtleneck	Optional	Optional
Cruiser Jacket	1	Optional	Optional	Rain Jacket with Pants	Optional	Optional
Rubber Boots	1	Optional	Optional	Scarf	Optional	Optional
Soft Body Armor (G.O. ADM-560)	1	Conditional	Conditional	Socks	Mandatory	Mandatory
American Flag Pin	1	Optional	Prohibited	Trooper Cap	Optional	Optional
Badge – Mandatory, Sgt	2	Metal	Embroidered	Undershirts	Mandatory	Mandatory
Badge – Mandatory, Cpl, Officer	1	Metal	Embroidered	External Vest Carrier	Optional	Optional
Baseball Cap	1	Conditional	Conditional	Under Vest Shirt	Optional	Optional
Belting System - Duty Belt	1	Mandatory	Mandatory	Ear Muffs	Optional	Optional
Duty Belt	1	Mandatory	Conditional			
Flashlight and Holder	1	Conditional	Conditional			
Radio and Case	1	Conditional	Conditional			
CED Holster	1	Conditional	Conditional			
OC Canister and Case	1	Mandatory	Mandatory			
Police Baton and Holder	1	Optional	Optional			
Handcuffs with Key and Case	1	Mandatory	Mandatory			
Magazines/Holder	3/1	Mandatory	Mandatory			
Firearm and Holster	1	Mandatory	Mandatory			
Garrison Belt	1	Mandatory	Mandatory			
Collar Ornaments	2	Mandatory	Prohibited			
Decorations: Medals/Service Ribbons		Optional	Prohibited			
Field Instructor Pin	1	Conditional	Prohibited			
CTT Pin	1	Conditional	Prohibited			
Nameplate - Mandatory	1	Metal	Embroidered			
Watch Cap	1	Optional	Optional			
Whistle	1	Conditional	Conditional			

UNIFORM COMPOSITION

COMMAND STAFF

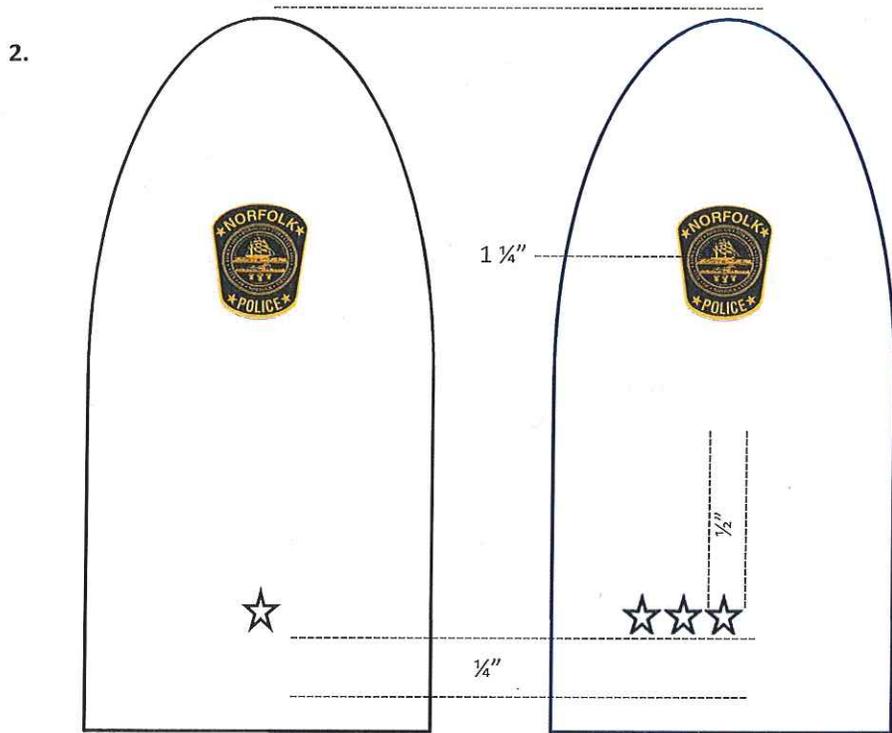
Issued Items	Issued	Class A	Class B	Command Uniform	Non-issued Items	Class A	Class B
Class A Hat with Shield	1	Mandatory	Prohibited	Mandatory	Cell Phones	Optional	Optional
Class A Tie	1	Conditional	Prohibited	Mandatory	Command Sweater	Optional	Prohibited
Class A Short-sleeved Shirts	5 each	Mandatory Blue	Prohibited	Mandatory Long-sleeved	Footwear	Mandatory	Mandatory
Class A Long-sleeved Shirts		or White Shirt	Prohibited	White Shirt	Gloves	Optional	Optional
Class A Trousers	5	Mandatory	Prohibited	Prohibited	Key Holder	Optional	Optional
Class B Short-sleeved Shirt		Prohibited	Mandatory	Prohibited	Knife	Optional	Optional
Class B Long-sleeved Shirt		Prohibited	Mandatory	Prohibited	Lightweight Jacket	Optional	Prohibited
Class B Trousers		Prohibited	Mandatory	Prohibited	Mock Turtleneck	Optional	Optional
Command Blouse	1	Prohibited	Prohibited	Mandatory	Rain Jacket/Pants	Optional	Optional
Gabardine Trousers	1	Prohibited	Prohibited	Mandatory	Scarf	Optional	Prohibited
Cruiser Jacket	1	Optional	Optional	Optional	Socks	Mandatory	Mandatory
Raincoat	1	Optional	Optional	Optional	Undershirts	Mandatory	Mandatory
Rubber Boots	1	Optional	Optional	Prohibited	External Vest Carrier	Optional	Optional
Soft Body Armor (GO ADM-560)	1	Conditional	Conditional	Conditional	Ear Muffs	Optional	Optional
Badge - Mandatory	2	Metal	Embroidered	Metal			
Baseball Cap	1	Conditional	Conditional	Prohibited			
Belting System – Duty Belt	1	Optional	Optional	Prohibited			
Flashlight and Holder	1	Conditional	Conditional	Prohibited			
OC Canister and Case	1	Mandatory	Mandatory	Prohibited			
Police Baton and Holder	1	Optional	Optional	Prohibited			
Handcuffs with Key and Case	1	Mandatory	Mandatory	Prohibited			
Magazines/Magazine Holder	3/1	Mandatory	Mandatory	Prohibited			
Firearm and Holster	1	Mandatory	Mandatory	Prohibited			
Garrison Belt with Holster	1	Optional	Optional	Mandatory			
Command Insignia	2	Metal	Embroidered	Metal			
Decorations: Medals/Service Ribbons		Optional	Prohibited	Optional			
Nameplate - Mandatory	1	Metal	Embroidered	Metal			
Whistle	1	Optional	Optional	Prohibited			

Illustrations

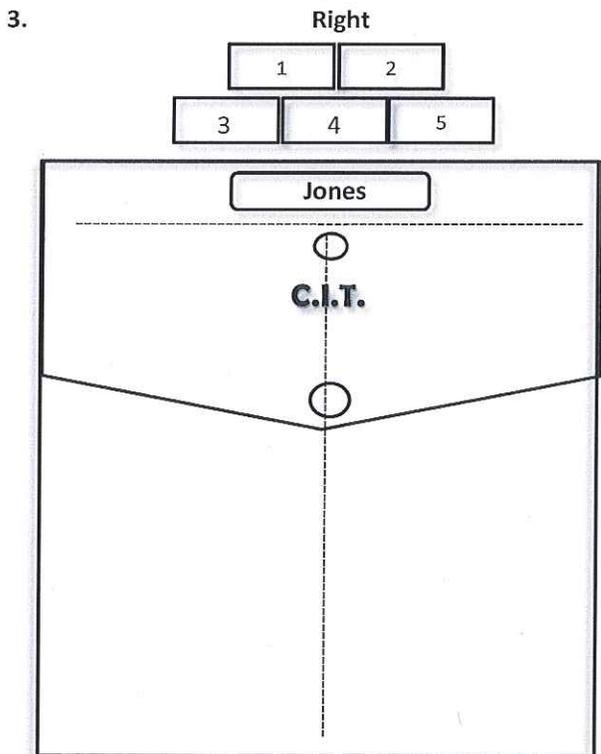


Shoulder Patch, Chevrons, and Service Stripes

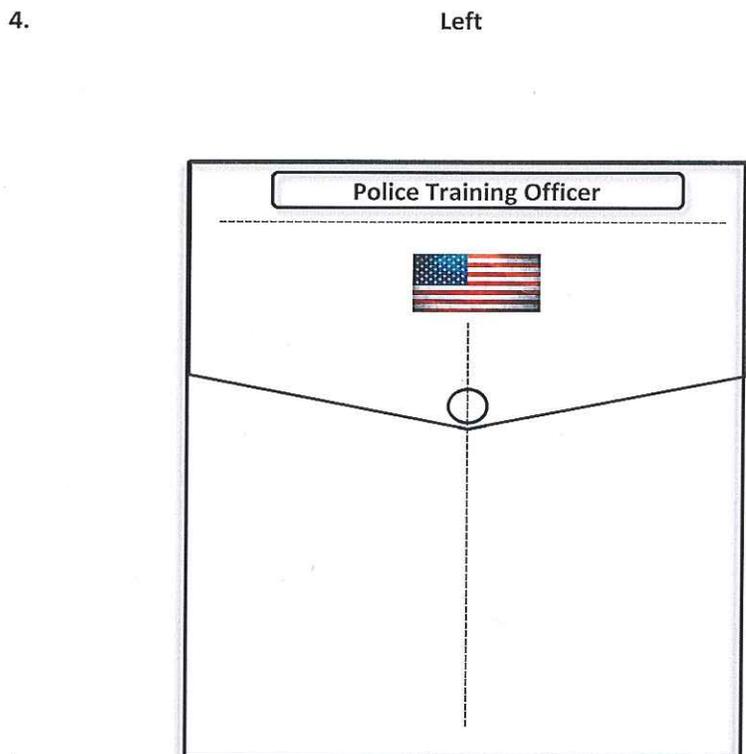
The chevrons may not be sewn past the short sleeve hemline.
The spacing from the shoulder patch may be adjusted as appropriate to accommodate shorter sleeve lengths.



Service Stars



Name Plate, CIT Pin, Service Pin, Service Ribbons

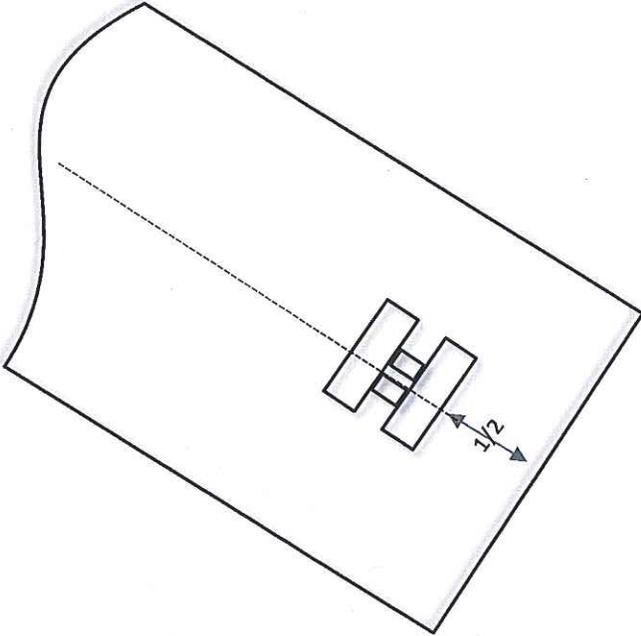


PTO Pin, American Flag Pin

Illustrations

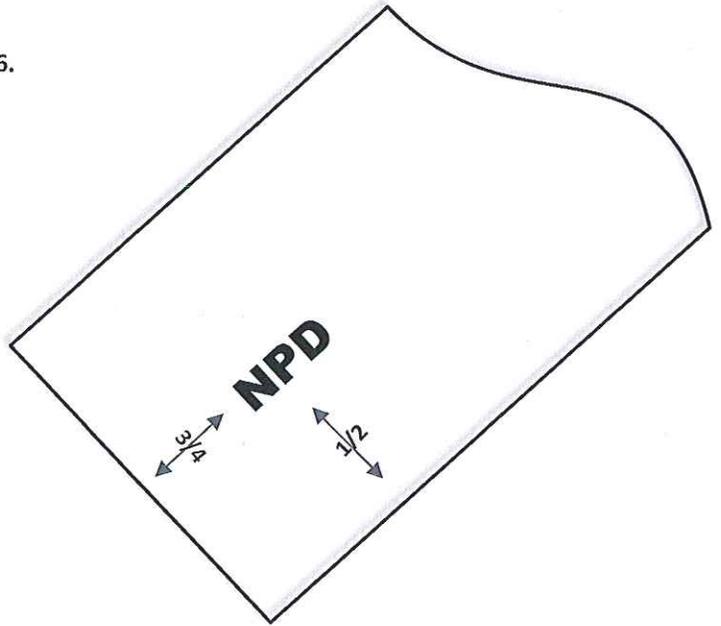
Command Officer Collar Insignia
Captain and Below

5.



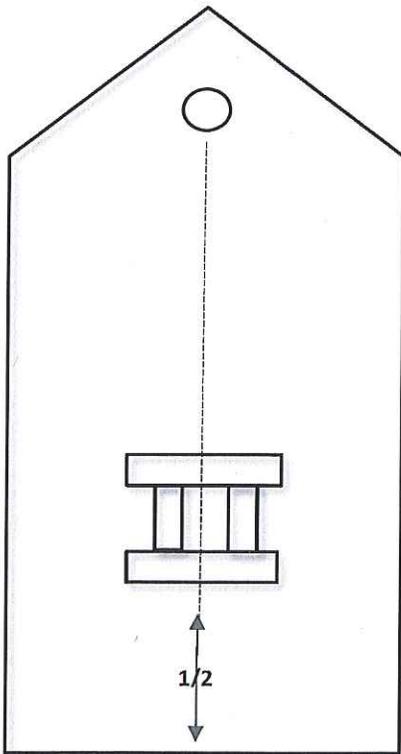
N.P.D. Collar Ornaments

6.



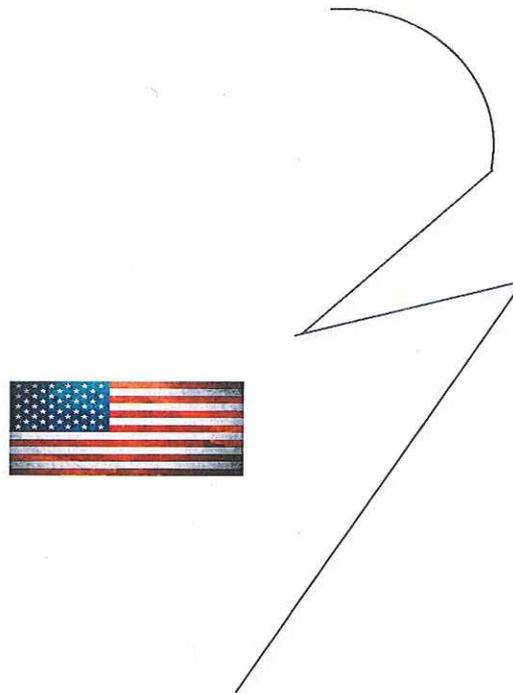
Command Officer Insignia - Blouse/Cruiser Jacket

7.



American Flag Pin - Blouse

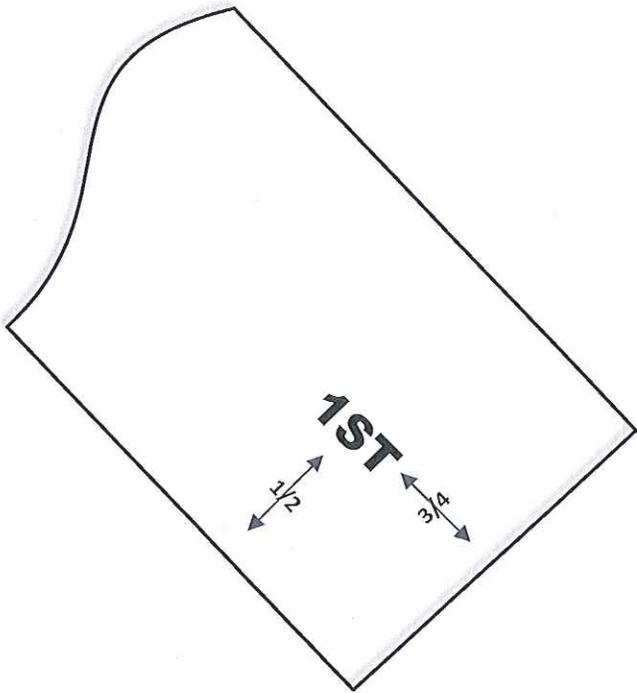
8.



Illustrations

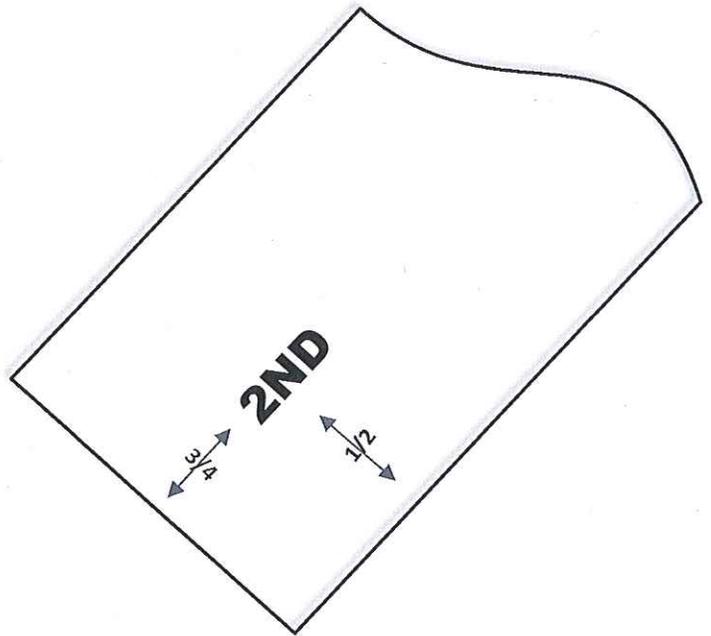
First Patrol Collar Ornament

9.



Second Patrol Collar Ornament

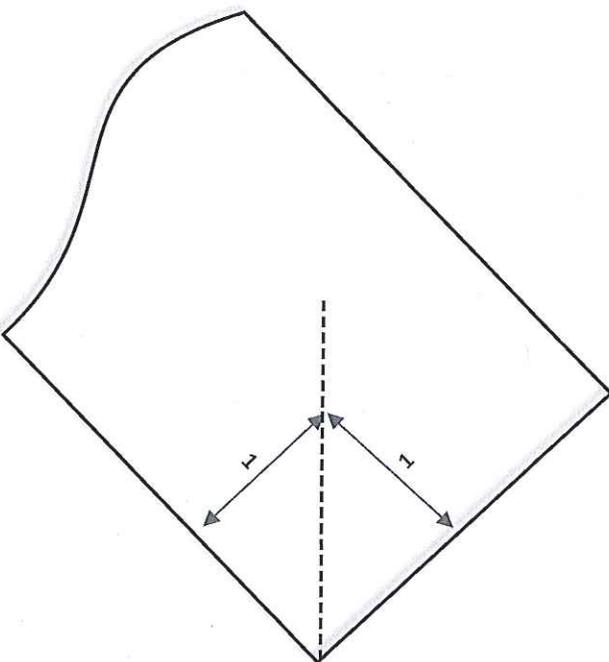
10.



Command Officer Insignia

Chief, Deputy & Assistant Chief

11.



Illustrations
Police Training Officer
Insignia Designations

Sergeants and below who successfully graduate from the Police Training Officer program and maintain good standing are authorized to wear the below designated insignia on Class A/B's.

POLICE TRAINING OFFICER I



ENTRY LEVEL POLICE
TRAINING OFFICERS

POLICE TRAINING OFFICER II



POLICE TRAINING OFFICERS
WITH TWO YEARS OF SERVICE
IN THE PTO PROGRAM

PTO CORPORAL



PTO SERGEANT



FIRST LINE SUPERVISORS OF THE
POLICE TRAINING OFFICER PROGRAM

DEPARTMENTAL UNIFORMS

I. Uniform Attire

Uniformed personnel are not permitted to mix different classes of uniforms or any part of the uniform with civilian attire, unless complying with a mandatory legal requirement (e.g., wearing a motorcycle helmet). Seasonal uniform items may be worn according to individual preference. Uniforms, accessories, and equipment shall be clean, polished, and properly maintained and secured at all times.

A. Class A Uniform

1. The Class A uniform shall be the standard uniform of the day for the ranks of Lieutenant and above, with the exception of commands that have a special uniform approved by the Chief of Police, or when the Class B uniform is authorized.
2. All sworn personnel wearing a uniform for promotions, funerals, or formal events shall wear their Class A uniform.
3. Commands with specific Class A uniform modifications shall obtain prior authorization from the Chief of Police. Standard Operating Procedure (SOP) manuals shall be changed to reflect any approved modifications.

B. Class B Uniform

The Class B uniform shall be the standard uniform of the day for Sergeant, Corporal, and Officer, with the exception of commands that have a special uniform approved by the Chief of Police. Standard Operating Procedure (SOP) manuals shall be changed to reflect any approved modifications.

C. Court Attire

For all uniformed personnel, the standard uniform of the day is the appropriate court attire.

D. Special Uniforms

Commands with unique functions, such as harbor patrol, pistol range, beach patrol, the special operations team, and bicycle patrol, have specific uniform needs.

1. Commands shall standardize the individual uniform and submit a description and any changes to the Chief of Police, via the chain of command, for approval.
2. Commands shall include these approved uniforms in their Standard Operating Procedure (SOP) manual.

E. Command Uniform

Command staff, Lieutenants and above, shall be issued a command or dress uniform. The command uniform shall be worn at the direction of the Chief of Police.

DEPARTMENTAL UNIFORMS

F. Transfers/Clothing Allotments

Law enforcement officers who are transferred from a uniform assignment to a plainclothes assignment and receive a clothing allotment shall maintain a minimum of one complete Class A uniform for special events and three complete Class B uniforms for daily attire, training, civil unrest, emergency conditions, etc.

1. Lieutenants, regardless of assignment, shall maintain a full Class A uniform complement due to field command responsibilities. Lieutenants in uniform assignments will wear the Class A uniform.
2. Captains and above shall retain their command uniform in addition to at least two Class A uniforms, to include two long-sleeved shirts.
3. When preparing for emergency conditions such as a hurricane or civil unrest, personnel assigned to plainclothes assignments shall make arrangements with P&E for additional uniform items.

**DEPARTMENTAL UNIFORMS
APPROVED NON-ISSUED ARTICLES**

No clothing, accessories, or equipment will be worn with the uniform other than what is issued or otherwise authorized. Non-issued items may be purchased, at the employee's expense, and worn as specified below. All "leather" accessories authorized in this section must be genuine leather, synthetic, or clarino. All accessories will be black and have a smooth finish. Embroidered badges, nameplates, and command insignias are issued as needed for optional uniform clothing, but not to exceed two sets per year. These cloth items will be sewn onto and not embroidered into approved clothing.

1. Badge Mourning Band

Officers are authorized to wear black or black with a blue centered stripe mourning bands on their badges in the following situations.

- a. An officer has been killed in the line of duty or has died from injuries or wounds sustained in the line of duty:
 1. Within the Department, from the time of death until 2400 Hours on the 14th day after the death.
 2. Within the Region (State of Virginia or 100 mile radius from Norfolk's City limits), from the time of death until 2400 Hours on the day of the funeral.
 3. While attending any out of State funeral service.
- b. While attending funeral services for current or retired officers, if the attendee is representing the Department.
- c. During National Peace Officers Memorial Week, as declared by the City of Norfolk, from 0000 until 2400 Hours.
- d. As authorized by the Chief of Police or designee.

2. Cellular Telephones and Pagers

Personnel may carry and use their own cellular telephones and pagers while on-duty. Uniformed personnel may attach cellular devices to either the duty or garrison belt when wearing the Class A or B uniform. Cellular phones and pagers worn with the uniform must be black or housed in black cases. The use of such devices is solely the option of personnel, and the City will accept no responsibility or liability for any loss or damage to them.

3. Collapsible Baton

Three expandable batons are approved for use by law enforcement officers. Batons may be carried in an appropriate black holder and attached to the duty belt when wearing the Class A or B uniform. Qualifications for carry and use are governed by General Order OPR-120: Use of Force.

- a. Monadnock MX-24 Expandable Positive Lock Baton
- b. Monadnock AutoLock Baton in the 21", 23", or 26" version
- c. ASP Talon Disc Loc Baton, in the 16", 21", or 26" version

**DEPARTMENTAL UNIFORMS
APPROVED NON-ISSUED ARTICLES**

4. Command Skirt

- a. Female command staff wearing the optional issued skirt with crossover tie will be required to wear the following non-issued hosiery and shoes.
- b. Hosiery - Made of nylon in the individuals flesh tone color and seamless. They may be panty/hose combination. Hosiery is mandatory while wearing the optional female command uniform skirt.
- c. Shoes - Plain, black dress pumps made of smooth or synthetic leather with closed heels and toes. Heels shall be no higher than 2 5/8" no less than 5/8" measured from the forward edge and no wider than 1 3/4" at the base. The sole will be no thicker than 1/4". Wedge heels are not authorized. Dress shoes are mandatory while wearing the optional female command uniform skirt and may not be worn as a part of any other issued uniform.

5. Command Sweater

Law enforcement officers may wear a black v-neck or crew neck command sweater that conforms to U.S. military specifications. Either metal or sewn-on embroidered badge, nameplate, and appropriate command insignia will be used, but not mixed. If the officer elects to wear a metal badge and nameplate, cloth tabs must be sewn-on the sweater for accommodation. Badges and nameplates will be placed in the same relative position as on the Class A shirt. The NPD shoulder patches and appropriate chevrons will be sewn-on the sweater as described in Attachment B. The sweater may be worn while wearing the Class A or B uniform.

6. Firearms/Holster

Law enforcement officers may qualify, carry, and use one personally owned firearm to be used as a concealed back-up weapon on-duty and primary off-duty weapon, subject to the restrictions and conditions of General Order OPR-110: Firearms.

7. Flashlight/Holder

Officers may carry non-issued flashlights that conform to the following standard: silver or black finish and no larger than five D or seven C cells and/or weigh no more than three pounds. Smaller flashlights such as "Surefire" and "Mini Mag" lights are also permitted. Flashlight holders are to be black in color. Optional flashlights and holders must be approved in advance by the officer's commanding officer or officer in charge before carrying.

8. Footwear

- a. Class A Uniform: Uniformed personnel will wear footwear that is black with laces, closed heels and toes, flat sole that is no thicker than 1/4", and plain-toe without stitching or seams from the bottom of the laces forward. Types allowed

**DEPARTMENTAL UNIFORMS
APPROVED NON-ISSUED ARTICLES**

include leather or corfam construction. Athletic and cross-training shoes that have small, pin-size air holes are allowed if the air holes are noticeable only upon very close inspection and manufacturer's insignia or logo must be completely removed or neatly blackened out. Combat, jungle-type, and "Hi-Tech" style boots with nylon fabric sides are allowed, provided that they comply with the other criteria and the height of the boot is not noticeable under the uniform trousers. All footwear must present a polished appearance.

- b. Class B Uniform: Specifications are the same as above with the exceptions that: a single stitch across the front is allowed; it must be possible to polish the toe, and athletic and cross training shoes that have small, pin-size air holes are allowed if the air holes are noticeable only upon very close inspection and the manufacturer's insignia or logo is completely removed or blackened out in a professional manner.

9. Gloves

Uniformed personnel may wear black gloves to protect hands from the weather or for safety purposes when wearing the Class A or B uniform. Gloves without full finger protection are not permitted, unless otherwise approved by the Chief of Police.

10. Key Holder

Uniformed personnel may attach keys to a black key holder or belt keeper when wearing the Class A or B uniform.

11. Knife/Carrying Case

Law enforcement officers may carry and use one knife for utility purposes. Knives must be carried in trousers pocket or in a black case attached to the duty belt when wearing the Class A or B uniform. Knives must be the folding type, not exceeding 5" closed or 9" open.

12. Lightweight Jacket

Law enforcement officers may wear the lightweight jacket with the Class A uniform. The jacket is a black, polyester/cotton or wool blend shell, nylon lining with a short stand-up (mandarin) style collar, a stretch knit (ribbed) band cuffs and bottom, slant pockets, breast pocket, and epaulets. Officers may contact Property and Evidence Unit personnel to obtain additional jacket information. Sewn-on embroidered badge, nameplate, patches, and appropriate chevrons will be placed in the same relative position as on the cruiser jacket.

13. Outer Vest Carrier

**DEPARTMENTAL UNIFORMS
APPROVED NON-ISSUED ARTICLES**

Uniformed personnel may wear the following optional outer vest carrier:

- a. Class A Uniform: Law enforcement officer may wear the Elbeco V1/V2 series vest carrier # V1314/V2314 in dark navy. Carrier may be worn with the Class A long/short sleeved shirt, or Elbeco under vest shirt #UVS101/UVS102/UVS103/UVS104 in dark navy, with the exception of promotional and formal events or as dictated by the Chief of Police
- b. Class B Uniform: Law enforcement officer may wear the 5.11 external vest carrier in dark navy PDU or the Elbeco V1/V2 series vest carrier # V1314/V2314 in dark navy . Carrier may be worn with the Class B long/short sleeved shirt, or 5.11 PDU rapid shirt #71332/72197/68372/61304 in midnight navy (750). Cloth badge and nameplate will be affixed to the outside of the external vest carrier, with the exception of promotions, funerals, and formal events or as dictated by the Chief of Police. (<http://www.thevestman.com/511.html>)

14. Mock Turtleneck

1. Uniformed personnel may wear a plain, black mock turtleneck with the Class A or B long-sleeved shirt. Full turtlenecks are prohibited.

15. Rain Jacket/Pants:

Law enforcement officers may wear the following optional rain gear while wearing the Class A or B uniform:

- a. Blauer #9691 Featherweight Rain Jacket with GORE-TEX fabric in black/fluorescent yellow. Metal badges will be worn in the tabs/grommets (placed on the jacket by Blauer) on the left side in the same relative position as on the cruiser jacket. Embroidered accessories are not permitted.
- b. Blauer #9134 Standard Rainwear Shell Pants with GORE-TEX in black. Pants may be worn with the issued raincoat or the optional rain jacket.
- c. 5.11 #48057 Patrol Rain Pants in dark navy (724). Pants may be worn with the issued waterproof cruiser jacket or the optional rain jacket.

16. Scarf

1. Uniformed officers may wear a dark blue or black scarf inside approved jackets when wearing the Class A or B uniform or command blouse.

17. Socks

1. That portion of the sock that extends above the shoe will be navy blue or black in color.

18. Trooper Cap

1. Uniformed personnel may wear trooper caps that are the same color as the issued cruiser jacket with the hat shield attached to the front of the cap while

**DEPARTMENTAL UNIFORMS
APPROVED NON-ISSUED ARTICLES**

wearing the Class A uniform. The cap will not to be worn at ceremonies or formal functions, unless extreme weather conditions exist and the Chief of Police or designee approves the usage.

19. Undershirts

1. Uniformed personnel may wear V-neck or round neck, navy blue, or black only, under their Class A or B uniform shirts, provided the shirts do not extend above the top edge of the uniform collar and have no lettering or emblems displayed.

20. Whistles, Chains, and Holders

1. Uniformed personnel may use whistle chains and plain design holder hooks that match the color of the issued whistle while wearing the Class A or B uniform. The chain's clip is to be attached to the right shoulder epaulet and the whistle placed on holder hook, which is centered on the flap on right pocket of the shirt or jacket.
2. Sergeants and above may use a gold whistle, whistle chain, holder hook, but cannot mismatch the color of these items.

21. Tattoo Cover-up Sleeve

1. A cloth sleeve will be used to cover excessive tattoos. Personnel must wear an arm sleeve that closely matches the skin color of the officer when wearing a short-sleeved shirt. Officers will contact Property and Evidence Unit personnel to obtain additional sleeve information.

22. Ear Muffs

Uniformed personnel may wear previously issued ear muffs with the Class A or B uniform between the dates of October 1 and March 1, or during extreme adverse cold conditions, as approved. Ear muffs are not to be worn at ceremonies or formal function, unless extreme weather conditions exist and the Chief of Police approves usage. Ear muffs purchased individually may be worn according to these specifications as long as they are dark navy or black and are of plain design.