

SUBJECT: Dress Code and Appearance		
3.3	EFFECTIVE: 01-22-2020	<i>William Cochran</i> William Cochran, Chief of Police
	REVISED: 01-15-2020	
	TOTAL PAGES: 11	

3.3.1 PURPOSE

This policy establishes the dress code and appearance rules for all employees.

3.3.2 POLICY

All employees will maintain their appearance in accordance with professional business standards and/or in proper uniform attire, as specified in this policy.

3.3.3 ATTIRE AND RELATED EQUIPMENT

A. In General

1. All clothing shall be maintained in a neat, clean and serviceable condition when reporting for duty and throughout the tour of duty, as is reasonably possible.
2. Sworn personnel who work in civilian clothing should consider the wearing of body armor due of hazardous circumstances or whenever there appears to be an imminent threat to officer safety. <41.3.5>
3. All officers working law enforcement related secondary employment shall wear approved patrol uniform and ballistic vest at all times.
4. The attire for officers on duty, not in uniform, will be business attire for detectives (as per union contract), and casual business attire for both male and female employees. Exceptions to this must be approved by a bureau commander.
5. All on-duty sworn employees not in uniform and not on limited or light-duty shall:
 - a. Have their department issued handgun and intermediate weapon on their person in an approved holster;
 - b. Display the Department badge around their neck or on the belt at all times, or an assigned Department shirt with badge patch may be worn for certain assignments; and
 - c. Should carry the radio at all times when in public.

B. Initial Issue and Supply

1. Sworn employees are not allowed to wear anything other than the regulation uniform or insignia of their respective grade, or to wear decorations, pins, medals, badges, or ribbons in any way other than prescribed herein.
2. The Department shall issue uniform(s) and equipment in accordance with the attached list mandatory for Class "A" and "B" uniforms.
3. Any equipment or clothing not issued by the Department will not be carried or used unless expressly approved in writing by the Chief of Police.
4. A need for replacement or additional uniform(s) or equipment will be done using a Clothing Request Form and through their chain of Command for approval.
5. No employee will wear an article of the Department uniform while having an identification photograph made other than the official photo identification made for Department purposes, (e.g., driver's license, check cashing identification cards, membership cards, school identification card).

C. Casual Attire for Sworn Officers

1. Casual attire shall consist of a shirt or blouse with a collar, casual or business type slacks or skirt, and closed toed shoes. No blue jeans or denim type clothing will be allowed.
2. Officers on limited duty assigned to the front desk may wear casual attire.
3. Casual attire guidelines set by Bureau Commanders shall be in accordance with this policy and bargaining unit contracts.
4. While on duty, in a non-uniform capacity, officers shall wear business or casual business attire unless approved by a Bureau Commander due to assignment.
5. Non-uniformed officers assigned to special details may wear beards or goatees with prior approval of the officer's Bureau Commander.

D. Non-Sworn Employee Attire

1. Acceptable attire for on-duty employees is business or business casual unless otherwise authorized by the Bureau Commander, City policy, or applicable bargaining unit contract.
2. Business or business casual shirts may display a conservative emblem such as brand, business, trade, school, or other emblem that does not detract from a professional image.
3. Uniform and equipment requirements for Animal Control, Records and Property shall be addressed in their respective Bureau.

E. Court Appearance

1. Employees appearing in court shall present a neat, well-groomed, professional appearance.
2. Employees should recognize the importance of attire on credibility as a professional.
3. Business attire for both civilian and sworn employees while appearing in court shall consist of the following:
 - a. Men: Business suit or sport jacket, dress shirt, and tie, OR dress slacks, dress shirt, tie with dress shoes.
 - b. Women: Appropriate dresses, suits, and pantsuits OR slacks/skirts, and dress blouse/shirt with dress shoes.
4. Sworn officers may wear their duty uniform in place of business attire, except when appearing for jury duty. When appearing for jury duty, sworn officers shall wear civilian business attire.
5. Casual attire may be worn in Municipal Court and Administrative hearings.
6. Civilian employees who normally wear a uniform during work hours may wear their uniform in place of business attire.
7. All employees shall wear civilian business attire when testifying in federal court. No firearms shall be brought into federal court when testifying.
8. Officers shall not be allowed to carry a weapon into the Shawnee County Court House while involved in a personal litigation.
9. Officers shall comply with a judge's request to not wear a firearm in his or her respective court.

F. Employee Identification Cards <22.2.7a-b>

1. Plain-clothes officers and civilian employees shall wear a Topeka Police Department ID card visibly displayed while on duty in the LEC.
2. This ID shall be displayed by being clipped on clothing or worn with a lanyard. The ID Unit shall provide clips and lanyards for this purpose.
3. Uniformed officers and Animal Control officers are not required to wear their ID, but will need to carry it on their person while on duty.
4. All Department ID cards shall have the employee's photograph.

G. Duty Gear

1. Department authorized weapons must be carried in authorized holsters.

2. Officers shall carry a department issued handgun, intermediate weapon, badge and ID whenever driving a marked vehicle.

3.3.4 APPEARANCE

A. Hair <26.1.1>

1. Hair shall be clean, neatly groomed, styled so that it will not be a hazard, and complements the professional appearance of the employee.
2. The style, length and/or bulk of hair may not present a ragged, bushy, unkempt, extreme, or eccentric appearance, and in all cases may not interfere with the wearing of uniform headgear, helmets, or face masks.
3. Men's hair on the sides of the head may not extend below the top of the ear when the head is held in the vertical position. Hair on the back of the head shall extend no further down than the top edge of the shirt collar when the head is held in the vertical position. Hair on the front of the head shall extend no further than the top of the eyebrows and may in no way interfere with the officer's vision.
4. Women's hair may be worn mid-shoulder blade. The hair shall be styled in such a manner that it is pulled back and held in place and does not present officer safety concerns when in uniform. Items used in the hair for grooming purposes shall be inconspicuous in nature. Ribbons are not allowed.
5. If the hair is colored or dyed, it shall be of a natural human hair color. Wigs or hairpieces may be worn and shall conform to the above standards for natural hair.

B. Facial Hair

1. Mustaches - A short, neatly trimmed, mustache of natural color may be worn. Mustaches shall not extend below the border of the upper lip or the corners of the mouth and may not extend to the side more than one-half inch beyond the corners of the mouth, unless the mustache grows continuous to a goatee or beard. Handlebar mustaches are prohibited.
2. Beards - A neatly trimmed beard may be worn. The hair shall not exceed $\frac{1}{4}$ inch in length. The beard shall have sharp, even edges and corners and shall not be grown on the upper cheeks or neck. A moustache is required if a beard is grown. The beard shall not interfere with the proper fit of any safety equipment. Partial beards or unusual styles will not be allowed.
3. Goatee - A short, neatly trimmed goatee of natural color may be worn. The hair shall not exceed $\frac{1}{4}$ inch in length. The goatee shall have sharp, even corners and edges. The width of goatee shall not exceed outward more than $\frac{1}{2}$ inches from a vertical

line that extends from the corner of the mouth down, nor shall it proceed under the jaw towards the neck more than 3/4 inches. The goatee shall not interfere with the proper fit of any safety equipment.

4. Sideburns - Sideburns shall not extend beyond a point even with the bottom of the ear lobe and shall extend in a clean shaven, horizontal line. The flare (terminal portion of the sideburn) shall not exceed the width of the main portion of the sideburn by more than one fourth of the un-flared width. The sideburn shall be trimmed and neat in appearance.
5. Highly stylized grooming or trimming, or outlandish coloring is not allowed.
6. The final decision on whether a certain style of facial hair is acceptable will be made by the Chief of Police.

C. Accessories

1. No jewelry shall be visible when worn with a uniform except for a wristwatch, finger rings (2 maximum- a wedding set is considered 1 ring), and a bracelet. No facial jewelry or piercing(s) shall be allowed.
2. Post earrings, worn by female employees, shall be allowed if worn in the earlobe below the lower opening of the ear and do not extend beyond the edge of the ear. Male employees, on special assignment only, shall follow this directive when wearing earrings. Male officers in uniform, or otherwise not on special assignment, shall not wear earrings.
3. If an officer wears a neck chain, it shall be of such construction that it would not pose an injury if grabbed and pulled. Such a chain shall not be visible if worn by an officer in uniform. No quantity of concealed jewelry sufficient to create an audible noise shall be worn.
4. Glasses and sunglasses will be conservative design and have clear, green, gray, or yellow lenses. Chrome or other reflective lenses are prohibited.
5. Contact lenses shall be of natural eye color and appearance only.

D. Hygiene

1. Employees shall maintain good personal hygiene ensuring that they are clean and make use of deodorants and similar products as appropriate. Grooming must be maintained under all but the most adverse conditions.
2. Makeup used by both sworn and non-sworn, shall be conservative and in natural colors.

3. An employee, while working under special assignment and authority of his/her Bureau Commander, shall be permitted to be in noncompliance with the above standards.
4. Supervisors shall oversee the enforcement of this provision.

E. Non-sworn employees:

Civilian employees assigned to non-uniformed positions are required to abide by all applicable guidelines contained within this policy.

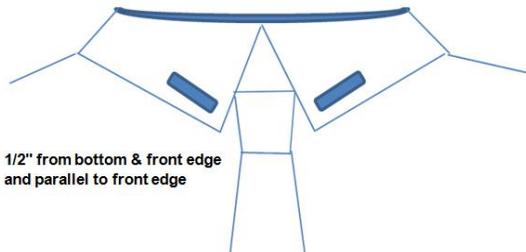
F. Body Art

1. Employees shall not appear on duty or in uniform with any visible tattoo or body art on the face, neck, head, or hands. Visible tattoos shall not be profane or offensive in nature as determined by the Department. The Chief of Police may grant exceptions.
2. All employees shall maintain fingernail length that does not interfere with the performance of their duties. Fingernail polish shall be clear or conservative in nature.
3. Employees shall not have any dental ornamentation. The use of gold, platinum, silver, or other veneer caps for the purposes of ornamentation are prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.

G. Cloth and metal collar insignia

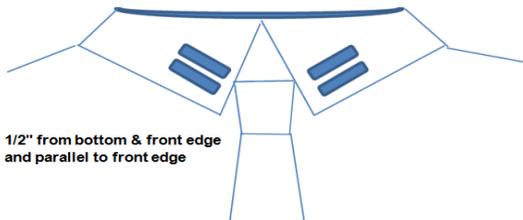
1. Those with the rank of Sergeant wear cloth chevrons on the uniform sleeve for both field and class "A" uniforms.
2. 2. Those in the rank of Sergeant five to ten years will wear the Sergeant chevrons plus one rocker below. Those in the rank of Sergeant ten to fifteen years will wear the Sergeant chevrons plus two rockers below. Those in the rank of Sergeant fifteen years and more will wear the Sergeant chevrons and three rockers below.

LIEUTENANT



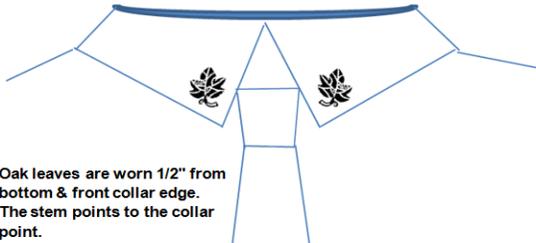
1/2" from bottom & front edge
and parallel to front edge

CAPTAIN



1/2" from bottom & front edge
and parallel to front edge

MAJOR & DEPUTY CHIEF



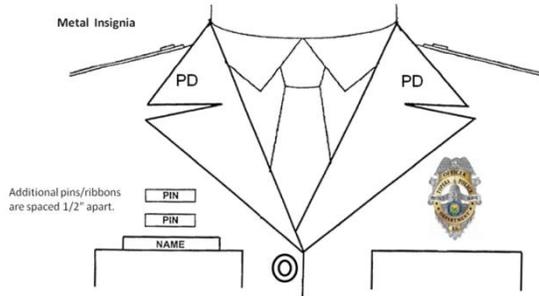
Oak leaves are worn 1/2" from
bottom & front collar edge.
The stem points to the collar
point.

CHIEF OF POLICE



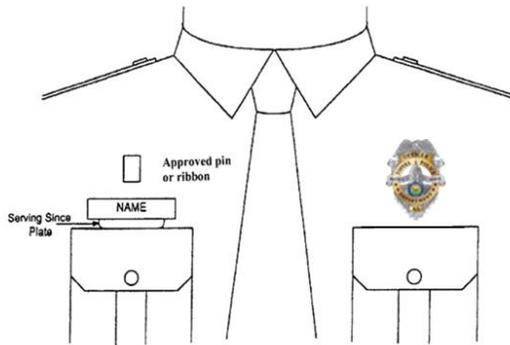
Eagle wing tip is 1/4" from
front collar edge. Wings
of the eagle perpendicular
to tie. Eagle faces tie from
both sides.

STAFF DRESS JACKET



UNIFORM SHIRT

CLASS A = All Metal Insignia
Field Uniform = All Cloth Insignia



	FIELD UNIFORM	CLASS A UNIFORM	DRESS UNIFORM	M=Mandatory, O-Optional, W=Worn, NW=Not Worn
EQUIPMENT				Comments
Body Armor/Vest	M*	M*	O	* When engaged in field activities
Auto Lock Baton	M	O	O	Immediately available when away from the LEC.
Flashlight	O	O	NW	Immediately available.
Sunglasses	O	O	O	Conservative style
Whistle	O	O	O	
Whistle chain	NW	O	O	
Approved Taser	O	O	NW	
Approved OC Spray	O	O	NW	
Approved Handcuffs	M	M	NW	
Handgun	M	M	M	Must be worn at all times outside the secured areas of the LEC.
Radio	M	M	NW	* Immediately available inside the LEC.
Immediately available means the OFC can possess it at a moment's notice.				
LEATHER or NYLON GUNBELT ENSEMBLE ITEMS				
Gun belt	M	M	M	Dress Uniform gun belt is high gloss black leather
Holster	M	M	M	Dress Uniform holster is high gloss black leather
Handcuff case	M	M	NW	
OC Spray	O	O	NW	
Taser holder	O	O	NW	
Key holder	O	O	NW	
Belt keepers	M	O	O	
Magazine holder	M	M	NW	
360 Swivel holder	O	O	NW	
Flashlight holder	O	O	NW	
Inner belt	M	M	O	
Radio holder	M	M	NW	
All leather items must be kept clean and polished.				
Mixing leather & nylon items prohibited. No basket weave leather.				
METAL INSIGNIA				
Metal insignia must be kept clean and polished.				
Badge	Cloth	Metal	Metal	
Name tag	Cloth	Metal	Metal	
"Serving Since" pin	NW	M	M	Not worn on Dress Uniform coat.
Medals/Awards	NW	O	O	
Pins	NW	O	O	Star Bar may be worn on the Dress Uniform, above the name plate.
UNIFORM RANK INSIGNIA				

RANK	HAT BAND	HAT BRAID	RANK METAL	RANK INSIGNIA	CLASS A DRESS COAT
Metal insignia must be kept clean and polished.					
OFC	Black	None	None	None	
CPL	Black	None	None	Two cloth chevron stripes	
SGT	Silver	None	None	Three cloth chevron stripes (with applicable rockers for years in rank)	
LT	Gold	Gold	Gold	One gold bar	Gilt braid
CPT	Gold	Gold	Gold	Two gold bars	Gilt braid
MAJ	Gold	Gold	Gold	Gold oak leaf	Gilt braid
DC	Gold	Gold	Gold	Silver oak leaf	Gilt braid
Chief	Gold	Gold	Gold	Gold eagle	Gilt braid
UNIFORM CLOTHING ITEMS					
FIELD UNIFORM "B"					
Navy BDU cargo pants			May wear either the short sleeve shirt or the polo shirt with the BDU pants.		
Navy Long sleeve button shirt			Worn with open collar and approved undershirts listed below. Insignia same as short sleeve.		
Navy Short sleeve button shirt			Worn with an open collar. Only cloth badge/nametag, etc. are worn. No metal insignia are worn.		
Vest cover			Must be worn with corresponding short or long sleeve shirt. Shirts cannot be worn without vest cover.		
Black crewneck t-shirt			May be visible at the neck. Must be in good condition. No open weave shirts.		
Black turtleneck/mock t-neck/dickey			"TPD" must be embroidered on the neck of these shirts.		
Black athletic shoes			No low cut sport socks. Socks must cover the ankle same as for regular shoes.		
Navy Hat					
Ball cap			Issued upon approval from Chain of Command		
Class B uniform pieces shall all be of the same manufacturer (All Blauer Proper., etc.)					
CLASS A UNIFORM					
Navy Uniform duty pants			Pants with yellow stripe in side seam.		
Navy Short sleeve shirt			Worn with an open collar		
Navy Long sleeve shirt					
Black crewneck t-shirt					
Black turtleneck/mock t-neck/dickey			"TPD" must be embroidered on the neck of these shirts.		
Black tie					
Navy dress coat					
Navy Hat					
DRESS UNIFORM					
Uniform duty pants			Pants with yellow stripe in side seam.		
Navy Ike Jacket					
Gun belt			All duty belt items are high gloss leather.		
Navy Hat					
Additional or Optional Equipment & Clothing					
* Backup handgun			Same requirements as for handgun listed above. Must be concealed.		
* Rifle			See Authorized Weapons for details.		
Yellow/Black rain coat			The black raincoat is optional for Command Staff only.		

*Cold weather gear	Stocking caps and gloves must be solid black with no logo visible
* Body armor outer vest cover	1) J.G Uniforms style #3401. May be worn with uniform short sleeve, or long sleeve button shirt. 2) Patroltacsystems- Patrol Armor Carrier TPD version- There is six pouch options available. Officers may choose one of any available option up to a total of four (4) pouches on the vest- no duplications of pouches. Internet site: patroltacsystems.com
Reflective vest	Are maintained by each officer and must be worn while in traffic. =61.3.2.g
Footwear Options	All options must be kept clean and polished.
Boots	Solid black plain or clarino high gloss finish.
Dress shoes	Solid black plain or clarino high gloss finish.
Sport shoes	Solid black plain only, no clarino or high gloss finish.
All footwear shall be approved by the Chief & FOP Contract. Footwear shall be appropriate to weather conditions.	
* Means item is purchased by the OFC.	