



ERIE POLICE DEPARTMENT



Written Directives

Number: **110.000**

Title: <u>Uniforms and Appearance</u>		Pages: 8
Effective Date: 11/15/05	Review Date: 06/01/20	Amended Date: 06/26/19

POLICY:

CACP STANDARD 110.1

The Erie Police Department establishes and maintains standards with respect to the uniform, equipment and professional appearance of its members. The purpose of a uniform is to identify the person wearing it as a police officer or member of the Erie Police Department. Distinctive uniforms, properly worn and cared for, as well as the grooming and appearance of an officer, project the image of an agency which takes pride in its work and profession.

DEFINITIONS:

NONE

PROCEDURES:

DRESS UNIFORM REQUIREMENTS:

The dress uniform for all commissioned members includes the uniform hat, long-sleeved uniform shirt, uniform trousers and necktie tucked inside the second and third button of the shirt. Each officer is required to have one button up long sleeve shirt for this purpose. No utility pants or shirts are authorized when a dress uniform is required. All commissioned members must maintain one full dress uniform at all times. The dress uniform may be identified as a Class A Uniform.

I. HEAD GEAR

- A. The uniform hat (optional use) for the Erie Police Department is dark navy in color with a black leather or vinyl bill and a round top. Sides may be mesh or solid. Police Officers, Detectives and Sergeants will wear a silver strap with silver "Police" buttons and an issued silver cap badge. Command Staff members will wear a gold strap with gold "Police" buttons and an issued gold cap badge.
- B. A baseball style cap (optional) with an approved department logo is issued. It is black in color and readily identifies the wearer as a member of the Erie Police Department. The shape of the cap must be maintained in the original style and condition. The cap worn by a Code Enforcement Officer will clearly indicate "Code Enforcement" on the cap.
- C. A plain black watch-cap, with the logo "Erie Police", capable of covering the ears will be issued and may be worn in inclement weather. No other logo will be authorized for sworn officers. Code Enforcement Officers may wear a plain navy blue watch cap with a logo "Code Enforcement"

plainly visible. Female officers may substitute a headband of the same color and similar material as the watch cap.

II. UNIFORM SHIRTS

- A. Long and short-sleeve shirts with department-issued patches are provided and are dark navy in color. The material is a washable synthetic or cotton with sewn in military creases and two box pleat front pockets with scalloped flaps with button or Velcro closure. Front closure may be conventional button or zipper with false buttons. Officers must have at least one button up long sleeve shirt for the class A uniform. When the long sleeve shirt is worn, sleeves must remain fully extended and buttoned. Uniform shirts are worn with every button except the top one buttoned unless worn with a tie. Department-issued shoulder patches are placed on each sleeve.
- B. Long sleeve shirts will have banded collars for use with neckties. Short sleeve shirts will be as described.
- C. Shirts will be dark navy for Police Officers of all ranks.
- D. A plain, black turtleneck or mock-neck shirt may be worn under an open-neck, long-sleeve shirt in place of a tie. This item is optional and not provided by the department. The EPD logo may be embroidered on the front left of the neck area. Command Staff logos will be gold and ranks from Sergeant and below will be silver.
- E. Code Enforcement Officers will wear light or navy blue polo shirts, either long or short sleeve, as a uniform shirt. The shirt will have an embroidered Code Enforcement Officer badge and officer name.
- F. T-shirts worn under the Police Officer uniform will be black or navy blue. T-shirts worn under the Code enforcement uniform will be navy blue. T-shirts shall have round collars.

III. UNIFORM TIE

Ties will be black and may be clip on or Velcro. Ties will be worn tucked between the second and third button.

IV. BADGE

- A. A badge will be issued by the Department and worn on the left breast of the outermost garment. Embroidered badges as issued by the Department may be worn on sweaters or jackets. Gold on silver badges will be issued to the rank of Police Officer. Silver on gold badges will be issued to Detectives and Sergeants. Gold badges will be issued to Command Staff personnel.

- B. An additional flat badge may be purchased by officers at their discretion. The flat badge is not a replacement for the regular uniform badge and may not be worn on a uniform shirt.
- C. Officers leaving the department in good standing shall be allowed to retain any previously purchased flat badge. Should an officer leave in poor standing, they shall be required to relinquish any flat badge(s) purchased, and shall be compensated by the Town for the purchase cost of the badge(s).

V. UNIFORM TROUSERS

- A. Uniform trousers are dark navy in color, polyester or 100% wool.
- B. Dark navy, department-approved utility pants may be worn in lieu of the dress trouser.

VI. UNIFORM SOCKS

Uniform socks are black or navy if visible. Socks must be crew-length or longer to cover the ankles.

VII. FOOTWEAR

Footwear is plain black with a rounded toe made from leather or a similar finish capable of shining. Footwear must have low heels and be cleaned and polished. During inclement weather, waterproof boots of black color may be worn.

VIII. GLOVES

Gloves are black in color and made of a material light enough to permit the use of standard police tools.

IX. JACKETS

- A. Issued jackets are black or dark navy, all-weather jackets with a zippered front and conventional collar. Embroidered badges and name tapes adorn the jacket. Department-issued shoulder patches are placed on each sleeve.
- B. Rain jackets are full-length, black or reflective in color made from treated nylon or similar material. The coat may be reversible. Hat covers should be of similar material and transparent.

X. SWEATERS

Sweaters with department-issued shoulder patches are navy, wool, pullover type with v-neck or crew neck. When worn, the shirt collar should be visible, showing collar brass. Sweaters are optional and not provided by the department. Department-issued shoulder patches are placed on each sleeve.

XI. BULLET RESISTANT VEST

CACP STANDARD 110.1

- A. The department shall supply each commissioned officer, as well as Code Enforcement Officers, with a bullet resistant vest of at least level IIA classification. Each department member working in uniform shall wear the department-issued bullet resistant vest.

- B. Employees may be issued and utilize an external Load Bearing Vest for patrol and investigations duties. The Load Bearing Vest may not be worn with the Class A Uniform. The Load Bearing Vest will be dark navy in color and will have the department's silver embroidered badge affixed to the upper left side. Load Bearing Vests will only be issued to officers wanting to utilize a Load Bearing Vest and only after the employee has completed the Field Training and Evaluation Program. The Load Bearing Vest shall hold the ballistic panels from the department-issued Bullet Resistant Vest at all times. Employees are permitted to use authorized black or dark navy blue MOLLE pouches in a configuration suitable to the wearer as long as the following conditions exist:
 - 1. No firearms will be worn on the Load Bearing Vest;
 - 2. Equipment cannot interfere with the officer's mobility; and
 - 3. Body Worn Cameras must be securely mounted and unobstructed.

XII. RANK DESIGNATION

- A. **Detective** - Detective's badge has the designation of Detective on the badge. The position of Detective is appointed by the Chief of Police for an indeterminate period.

- B. **Sergeant** - Traditional three stripes to be worn on shirtsleeves on shirts, fabric jackets and sweaters. The appropriate collar brass will be worn on the collar lapels. The Sergeant's badge will have the designation of Sergeant. The Detective Sergeant's badge will have the designation of Detective Sergeant.

- C. **Commander** – One gold star will be worn on the collars of shirts and jackets and on epaulettes of sweaters. The Commander's badge will have the designation Commander.

- D. **Deputy Chief** - Two gold stars will be worn on the collars of the shirts and jackets and on epaulettes of sweaters. The Deputy Chief's badge will have the designation of Deputy Chief.

- E. **Chief** –Three gold stars will be worn on the collars of the shirts and jackets and on epaulettes of sweaters. The Chief's badge will have the designation of Chief.

XIII. ACCESSORIES

- A. All leather items pertaining to the duty belt are basket weave.

- B. Hash marks, one for every 5 years of service may be worn on the left lower sleeve.

- C. Hash marks are optional.

XIV. GUN BELT

- A. The gun belt is 2-1/4" black leather, with buckle style or Velcro closure, but without "D" rings.
- B. The belt buckle/snaps are 2-1/2" Sam Browne style, with silver or brass color, to coincide with badge color or a black buckle.
- C. For a uniformed officer, the holster is black leather, directional draw (no cross draw style). It must provide a method of securing the weapon such as a snap or other appropriate means and the holster must be specifically designed for use with the gun carried.
- D. For a Detective or plain-clothes officer, the holster must be specifically designed for use with the gun carried and provide a method of securing.
- E. Magazines for semi-auto pistols will be housed in magazine pouches made for that model weapon, black leather, covered or uncovered and secured.
- F. Handcuffs are silver or black.
- G. The handcuff case is black leather, open style or closed top with either snap or Velcro closure.
- H. Belt keepers are black leather, single or double snap, or Velcro.
- I. Key rings, baton holders and flashlight holders will be conventional design where applicable.
- J. ASP batons may be worn upon certification of the user.
- K. The belt and equipment carriers worn by a Code Enforcement Officer may be nylon.

XV. NAME TAGS

Uniformed employees will wear a nametag which correctly identifies the employee. It is metal with black letters no larger than 1/2" x 2-1/2". It will be worn centered over and no more than 1/4" above the right breast pocket. Cloth nametags may be worn on sweaters, outer vest carriers and jackets. Command Staff will have gold name plates; Ranks below Command Staff will be silver.

XVI. CARE OF UNIFORMS

- A. Uniforms will be maintained in good condition and will be clean and pressed. Exposed metallic parts will be polished.
- B. Uniforms damaged in the line of duty may be replaced at the expense of the Town, depending on the cause of the damage.
- C. Damage to department-issued uniforms or loss of uniform equipment will be reported to a supervisor in a timely manner (within 72 hours).
- D. Full time employees are furnished with uniforms as needed.

- E. Employees will maintain their uniforms and equipment in presentable condition. Uniforms will not show excessive wear. Patches or repairs will be neat and not exceed the size of a quarter.
- F. Leather gear and shoes will be in good condition, clean and polished. Exposed metal on gear will be clean and polished.

XVII. GROOMING AND APPEARANCE

- A. Hair for all shall be neatly trimmed and groomed in proportion to the overall styling. It shall not be of a style which would likely be regarded as excessive, or otherwise inappropriate to a uniformed appearance. Hair or facial hair may not interfere with emergency equipment (e.g. gas masks) or a hat.
- B. For male officers, hair on the back of the head may touch, but not fall below the lower edge of the collar. Hair color must look natural.
- C. Sideburns shall be neatly trimmed and not extend below the earlobe. Sideburns shall be squared off at the bottom. Sideburns shall be not wider than 1” at the widest point.
- D. No full beards are permitted. Officers may grow a goatee or circle-type beard where the mustache and goatee connect. Goatees must be maintained in a neatly trimmed manner extending no more than ½ inch in any given area of the face.
- E. Mustaches:
 - 1. Shall be clean, neatly trimmed, well-groomed and professional-looking.
 - 2. Shall not extend below the corners of the mouth by more than ½ inch unless worn with a goatee.
 - 3. Waxed mustaches are prohibited.
- F. Female officers, while on duty:
 - 1. Hair shall be neatly groomed and will not be of a style which would likely be regarded as excessive or otherwise inappropriate.
 - 2. Hair coloring must look natural.
- G. Employees in uniform may wear a wristwatch or identification bracelet. Other bracelets may be worn which do not detract from a professional appearance. Rings may also be worn, but only one on each hand is permitted. (Wedding set is considered one ring.)
- H. Necklaces and other decorative jewelry are prohibited unless worn within the shirt and out of sight.
- I. Two stud earrings for female officers may be worn per ear. No other visible body piercing jewelry shall be worn with the uniform. This directive is included for officer’s safety reasons.

J. Items used by female employees to hold the hair in place shall be conservative in nature.

K. Annual Events:

1. During the month of the November, participants of “No Shave November” will be permitted to grow a full beard. The appearance of the beard must be clean, well-groomed, no more than ½” in length and professional-looking.
2. During the month of October, female officers may add pink highlights or a swatch of pink to their hair (as long as it is tasteful) in recognition of breast cancer awareness month.

L. Unless “grandfathered” (tattoos present when hired prior to 2019), members may not appear on-duty or in uniform with any visible facial, head, neck (above the collarbone) tattoos or decals. Tattoos or decals on the hand are not permitted except for single bands around fingers.

Any visible tattoo which is obscene, sexually explicit, offensive, symbolizes violence, is affiliated with any gang, criminal or hate group, or advocates based on sex, sexual orientation, age, gender, race, religion, ethnic or national origin is prohibited. Tattoos which fall into these categories must be covered at all times.

M. Body Piercing or alteration:

Body piercing or alteration to any area of the body which is visible in any authorized uniform or attire, is a deviation from normal anatomical features and is not medically required, is prohibited.

Such body alteration includes, but is not limited to, the following:

- a. Tongue splitting or piercing
- b. The complete or transdermal implantation of any material other than hair replacement or breast augmentation
- c. Abnormal shaping of the ears, eyes, nose or teeth
- d. Branding or scarification
- e. Intentional body mutilation

Members shall not wear any item of ornamentation in their nose, eyebrow, tongue or any other location of the body which is visible during duty hours or any duty-related function.

The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneer, will not be ornamented with designs, jewels, initials, etc.

Contact lenses, if worn on-duty, shall be of a natural eye color. Red, orange, silver and any other unnaturally colored contact lenses, or colors when worn which create an unnatural eye color, are prohibited. Contact lenses with graphic designs of any kind are prohibited.

- N. The Chief or Police or designee will be the final arbiter regarding the appropriateness of all aspects of this Directive regarding XVII, Grooming and Appearance.

XVIII. COURTROOM ATTIRE

- A. Male uniformed officer will appear in uniform or appropriate business attire.
- B. Female uniformed officer will appear in uniform or appropriate business attire.
- C. Detectives will appear in detective duty attire or appropriate business attire.

XIX. OTHER UNIFORM CONSIDERATIONS

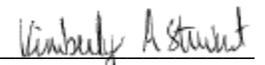
- A. Department issued Special Assignment Bars are optional and may be worn on the uniform shirt and jackets centered above the right pocket and above the name plate.
- B. Supervisors are required to monitor uniforms and take appropriate action to ensure compliance.
- C. Uniform officers reporting for duty shall be in proper regulation uniform which complies with Department Written Directives.
- D. Officers under suspension shall not wear the uniform or any part thereof.
- E. No uniform, nor any part of the uniform, is to be worn except for official duties as the Chief of Police may require.
- F. Any emblem, symbol, decorum or item which is not specifically addressed in this policy must be approved by the Chief of Police prior to being worn while in uniform.
- G. For those assigned to Bike Patrol, the approved uniform is bike pants or shorts, a designated polo, black anklets or crew socks, black athletic shoes, and a nylon duty belt. Bike officers shall wear a helmet, gloves, and eye protection.

RULES:

NONE

REFERENCES:

Boulder Police Department General Order 105
Lafayette Police Department General Order 110
Lamar Police Department Policy section 1000



Kimberly A. Stewart
Chief of Police