
	ROSENBERG POLICE DEPARTMENT	
	General Order 4.05 Uniforms, Appearance and Equipment	
	Effective Date: 01-29-2019	Replaces: General Order 140.4
	Approved:  Chief of Police	
Reference: 1.11, 1.12, 2.13, 7.17, and 7.23.		

I. POLICY

Proper uniforms and equipment are necessary to perform our law enforcement duties and present a professional image to the community we serve. It is imperative that we present a professional presence in our community to inspire that respect. All employees must strive to present a clean, well-groomed image when wearing the departmental uniform or representing the department in any manner.

II. PURPOSE

To provide officers with information relating to uniform and equipment items that are provided or required and provide a departmental dress code for all employees.

III. UNIFORMS AND EQUIPMENT

- A. New employees shall be issued uniforms and equipment needed to perform their job function. Employees may purchase and carry additional items that are approved and authorized in writing by the Chief of Police. Employees will not wear, carry, or use any personally owned equipment without the written approval of the Chief of Police, a copy of which will be maintained in the employee's personnel file. (TBP: 1.11)
- B. Each employee must sign an inventory sheet listing all uniforms and equipment issued to the employee. The inventory sheet will be maintained by the quartermaster and a copy will be placed in the employee's personnel file.
- C. Employees are responsible for the uniforms and equipment issued. The employee's supervisor shall ensure all departmental uniforms and equipment are returned to the department upon resignation, termination or retirement.
- D. When an employee terminates employment, all issued equipment shall be returned prior to the day the termination is effective. Failure to return all items of city property may result in taking legal action. (TBP: 1.12)

- E. Employees will be provided with instructions on how to access a copy of the rules and regulations and general orders manual, and shall ensure that all Departmental Policies and General Orders are reviewed and electronically signed indicating receipt.

IV. UNIFORMS AND EQUIPMENT PROVIDED BY THE CITY

- A. A complete list of uniforms and equipment provided to police officers by the City of Rosenberg is maintained by the department Quartermaster and may be obtained from the Quartermaster's office.
- B. Uniforms and equipment that are excessively worn or damaged are replaced by the department. Employees requiring replacement should have the item inspected by the employee's supervisor and written approval for replacement obtained.
- C. With the written approval of the Chief of Police, officers are allowed to purchase additional uniforms and equipment, as needed or desired. Individually purchased items may be purchased from any vendor, but must comply with current uniform or equipment standards.
- D. Replacement of personally owned uniforms, equipment, or jewelry (including watches) that is lost or damaged in the performance of duty shall be limited to a maximum of \$250.00 and is limited to those cases where the employee was not negligent in the loss or damage. Officers requesting reimbursement shall forward a memorandum to the Chief of Police through their chain of command citing the item lost or damaged, the circumstances involved, and proof of value of the item or replacement cost.
- E. Uniform items and equipment meeting departmental specifications and provided by individual officers shall include:
 - 1. Black Undershirts
 - 2. Black or Navy Blue Socks
 - 3. Footwear, Black leather
 - 4. Handcuffs
- F. Class A uniforms (long sleeves) or civilian business attire (coat and tie for men or equivalent for women) shall be worn for all court appearances.

V. PROTECTIVE VESTS (TBP: 7.23)

- A. Body armor is purchased by the department for all sworn officers. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

- B. Uniformed Officers, when working in field assignments, will wear departmentally-issued protective vests when on-duty or when off-duty and working law enforcement activities. Officers not working field assignments will maintain their vests where they are readily accessible in the event they are needed. Any officer participating in any search warrant execution or other high risk activity will wear protective vests.
- C. The Chief of Police may grant exceptions to this requirement during periods of extreme weather. During such periods, officers must carry their protective vests in a manner where there are immediately accessible to the officer when working in the field.
- D. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.

VI. RIFLE-RESISTANT BODY ARMOR AND VESTS

- A. Rifle-resistant armor will meet National Institute of Justice Standard .101.06 with a threat level of III for rifles, and level IV for armor piercing rifle body armor. Stab vests will meet NIJ Standard 0115.00 with a threat level of II or higher. The make and model of all issued vests and carriers will be at the discretion of the Chief of Police or his designee.
- B. Rifle-resistant body armor and vests shall be deployed in the following incidents:
 - 1. Calls where a reported rifle is being used
 - 2. Active shooter type calls
 - 3. Felony arrests with elevated threat of violence
 - 4. High risk search warrants; or
 - 5. Any other situation where in the exercise of sound judgement, an officer has reason to expect a heightened threat level.
- C. Care and Storage
 - 1. They shall be stored in a climate controlled environment and must be removed from vehicles at the end of shift. No vests will be stored in a vehicle while off duty.
 - 2. Rifle Resistant Armor will be replaced in accordance to manufacture guidelines.
 - 3. Armor and vests shall be inspected by officer and his/her supervisor quarterly to insure proper care is being practiced and applied.
 - 4. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.

VII. REFLECTIVE VESTS

Agency personnel are issued and shall wear the high-visibility reflective vest as soon as practical when either directing traffic or working at the scene of an accident. (TBP: 7.17)

VIII. DEPARTMENTAL APPEARANCE REQUIREMENTS (TBP: 2.13)

A. Uniform Employees

1. When wearing the uniform, employees will be in full uniform, including all items that are integral parts of the uniform. All uniform and accessories must be maintained in a clean and well pressed condition. Approved hats are optional except at formal occasions. No part of the uniform is worn with civilian clothing or vice-versa.
2. The following guidelines shall be followed for uniform wear:
 - a. Court/Ceremony- Class A uniform with inner protective vest.
 - b. Uniformed Assignment- Long or short sleeve polyester shirt with inner or outer protective vest. Either 4 or 6 pocket polyester pants may be worn,
 - c. Summer/Extra Job /Inclement Weather Uniform- Long or short sleeve performance polo shirt with inner or outer protective vest. 5.11 Navy Blue BDU pants may be worn.
 - d. Training Uniform- Black long or short sleeve training uniform shirt with 5.11 tan BDU pants.
3. Undershirts worn with an open collar short sleeve shirt shall be black in color. Shirrtails will be worn tucked in at all times. Employees may wear a black turtleneck or mock turtleneck with long sleeve shirts during cold weather.
4. Rank Insignia – Rank will be worn in accordance to the guidelines set forth by the Quartermaster.
5. Name Plates - Each employee, regardless of rank, will wear a departmental issued nameplate, centered above the right shirt pocket seam. The nameplate will have the officer's last name and a first initial. Officers holding the rank of Sergeant or higher will wear gold and the rank of patrolman will wear silver.
6. Department Shirt Badges - All sworn personnel, when in the Standard Duty Uniform, will wear their department badge, prominently displayed above the left shirt pocket.

7. Footwear - Footwear will be solid black and capable of being shined. Officers must wear solid navy blue or black socks if the socks are visible.
8. Hats - The departmental issued hat will be of the round military style. The brim and base will be polished black. The wearing of these hats will be optional for standard duty assignments.
9. Officers are only authorized to wear baseball style caps during inclement weather or in conjunction with a utility uniform during specialized assignments or outdoor training. Winter headgear may consist of a black knit cap with no visible logos or with the departmental emblem.

B. Award Ribbons or Medals

Commendation ribbons and medals approved for wear by the department will be worn, centered, above the nameplate on the uniform shirt, in accordance with the guidelines established by the Quartermaster, and will be worn in order of importance. The wearing of commendation ribbons and medals is optional for those officers who are recipients of such awards while wearing the long sleeve duty uniform and while assigned to standard duty assignments. The wearing of commendation ribbons and medals is mandatory for those officers who are recipients of such awards in all formal settings.

C. Plain Clothes Assignments (Sworn and Non-Sworn Employees)

1. With the exception of officers working in a covert capacity, clothing worn by employees in any departmental non-uniform assignment will conform with accepted business practices which include, but not be limited to:
2. Slacks, dress shirts (long or short sleeved), ties (excluding Bow ties), socks, shoes and appropriate head wear. Head wear must be appropriate to business dress attire and prior approved by Chief or his designee. Business or sports coats are optional unless required for court or a specific event or task.
3. Socks should coordinate with the pants. White socks are prohibited unless worn with boots where the socks are hidden.
4. Footwear should be clean and polished, with heels and toes in good repair. Normal business shoes include slip-ons (loafers) or lace-ups are acceptable. Boots are acceptable, provided they are in good taste and are fashionable.

5. Female business attire will include the previously mentioned clothing and non-revealing blouses, skirts, dresses and appropriate footwear. Flip-flops are inappropriate.
6. If a sidearm is worn on the waist, the officers' department badge must be prominently displayed next to the sidearm.
7. Plain clothes officers may wear a vest or jacket that readily identifies the wearer as a police officer during call-outs, specific assignments, or extra-duty assignments when appropriate.
8. Plain clothes sworn personnel are required to maintain at least one complete standard uniform at all times in case they are called upon for uniformed duties.

D. Special Assignments

Employees placed in special assignments including covert or undercover assignments, special events, or other special operations will wear clothing approved by the Chief of Police or supervisor of the operation.

E. Physical Appearance

1. Employees shall maintain their physical appearance in accordance with good taste and professionalism. Hair shall not be dyed, colored, or styled in a manner which would draw undue attention to the employee. Female employees' makeup shall be tastefully applied. Male employees shall not appear for work needing a shave or haircut.
2. Hair length
 - a. Male employees shall wear their hair so as to present a groomed appearance. Hair will not extend past the collar at the back of the neck. Hair on the sides will not extend below the top of the ear and must be mildly tapered. Hair in the front will not extend below the middle of the forehead.
 - b. Sideburns may extend no lower than the lowest tip of the employee's ear lobe. They shall be of a naturally even width and shall end with a clean shaven horizontal line.
 - c. Female employees shall wear their hair so as to present a groomed appearance. They shall not be restricted as to the length of their hair. However, if the hair extends below the bottom of the collar it shall be secured in a bun or ponytail. It shall not be allowed to hang into the employee's face, either in front or on the sides.
3. Mustaches and Beards

- a. Mustaches will not extend beyond the corner of the mouth on a horizontal line, nor below the corner of the mouth on a vertical line, nor below the top line of the upper lip. They shall be neatly trimmed at all times.
- b. Facial hair may be worn and must be neatly trimmed and well groomed. The length of facial hair must be no less than 1/4" in length and no longer than 1/2" in length. In essence, an Officer will **NOT** be permitted to simply have what is known as "five o'clock shadow".
- c. The Chief of Police shall maintain final discretionary approval as to what fits the above requirements.

4. Jewelry

- a. Female employees may wear earrings, provided they are small and tasteful in appearance. Male employees are not permitted to wear any type of earring.
- b. Employees in uniform are discouraged from wearing chains and necklaces as they could be lost or cause an injury during the performance of police activities.
- c. Female employees assigned to civilian attire may deviate from these regulations with the approval of their supervisor.
- d. To present a uniform and objectively neutral appearance to the public, non-departmental jewelry or pins shall not be worn on the uniform at any time or in plain clothes while on duty unless specifically authorized by the Chief of Police.

5. Personal Hygiene

Employees shall practice good personal hygiene at all times, including use of soap, water, and deodorant. Employees shall not report for work emitting an offensive body odor. A moderate amount of perfume or aftershave may be used.

6. Tattoos, Body Art and Piercing

- a. While representing the Department in an official capacity, personnel may exhibit visible tattoos, body art, or branding that is approved by the Chief of Police or their designee.
- b. All tattoos, body art, and brandings of the head, face, neck, and hands are prohibited.

- c. All tattoos, body art, and brandings must be capable of being covered by a Class A uniform.
- d. Prior to approval of exhibiting visible tattoos, body art, or branding, a letter requesting visibility shall be submitted to the Chief of Police. Included with the letter shall be a photograph of each individual art/design, along with a specific description of what the individual art/design means. Employees shall also include a video of the entirety of the visible tattoo, body art, or branding.
- e. Ultimate discretion of approval will belong to the Chief of Police or their designee. Any tattoo, body art, or branding deemed offensive, inappropriate or unprofessional will be prohibited.
- f. With the exception of pierced ears, body piercing(s) are not authorized for wear by any agency personnel while representing the Department. Body piercing(s) must be covered by the official uniform or plainclothes apparel when agency personnel are representing the Department.