

	DELMAR POLICE DEPARTMENT	
	Policy 4.5 Uniforms, Appearance and Equipment	
	Effective Date: 01/01/15	Replaces: 3.1 - 3.5 (1994)
	Approved: <u>Ivan Barkley</u> Chief of Police	
	Reference: DPAC 2.1.3, 2.1.4	

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 a list of 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.
- B. Each employee must sign an inventory sheet listing all uniforms and equipment issued to the employee. The inventory sheet will be maintained in the employee's personnel file.
- C. Employees are responsible for the uniforms and equipment issued. The employee's Division Commander 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 unless other arrangements have been made with the employee's Division Commander and or the provisions of section III, F of this policy apply. Failure to return all items of town property may result in legal action.
- E. Employees shall have as a part of their issued equipment a copy (printed, electronic on USB, or DVD) of the Delmar Police Department Policy Manual, and shall maintain and ensure that appropriate changes or inserts are updated as provided. Division Commanders shall schedule periodic inspections by supervisory employees of the policy manual issued

to employees. The Division Commanders shall in turn inspect the policy manuals assigned to supervisory personnel.

- F. Any officer who retires in good standing and has attained at least 20 years of service with the Delmar Police Department shall be allowed to retain their Class A uniform (jacket, shirt, and pant), badge, and ID. In addition, the officer shall also be afforded the opportunity to purchase his or her departmentally issued firearm(s) for the purchase price of \$1.00 (one dollar) each.

IV. UNIFORMS AND EQUIPMENT PROVIDED BY THE TOWN

- A. Standard uniform and equipment provided to Police Officers by the department shall include:

Administration Issue (Lieutenants and above)

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| 1. Two (2) trouser belts | gold buckle & 1 Velcro |
| 2. One (1) duty holster | paddle |
| 3. One (1) winter campaign hat (felt) | match trousers |
| 4. One (1) summer campaign hat | triple straw |
| 5. One (1) hat badge (DE) | gold |
| 6. One (1) metallic acorns | gold |
| 7. One (1) leather chin swivel | |
| 8. One (1) hat rain cover | black |
| 9. One (1) name plate | gold- F I & last name - Size:2-1/4" x 1/2" |
| 10. One (1) tie bar | gold w/ Delmar Police in black |
| 11. One (1) set of rank insignia, LG | gold |
| 12. Three (3) white short sleeve shirts | |
| 13. Three (3) white long sleeve shirts | |
| 14. Three (3) navy trousers w/gray stripe | |
| 15. One (1) black tie | |
| 16. Two (2) sets of rank epaulettes slides | gold w/boarder |
| 17. One (1) short sleeve logo polo shirt | L chest patch |
| 18. One (1) long sleeve logo polo shirt | L chest patch |
| 19. One (1) khaki tactical trouser | |
| 20. One (1) winter coat | w/gold buttons |
| 21. One (1) fall coat, reversible | w/gold buttons |
| 22. One (1) rain coat (Delmar Police) | w/DELMAR POLICE on both sides |
| 23. One (1) traffic vest (Police) | Hi vis, w/POLICE on front & back |
| 24. One (1) flashlight | LED light, w/ AC/DC charger |
| 25. One (1) ballistic vest | (Issue) |
| 26. One (1) tactical vest outer carrier | black, w/POLICE front & back |
| 27. One (1) pair corfram shoes* | |
| 28. One (1) pair duty boots* | black |

*(after completion of 1 year of service, officer's will be given a \$125.00 reimbursable allowance to purchase footwear of their choice, provided it meets the standards set forth in Section VII, C,5 of this policy)

Patrol Issue (Sergeants and below)

1. One (1) nylon trouser belt
2. One (1) nylon duty belt
3. One (1) duty holster
4. One (1) set of 4 Nylon belt keepers
5. One (1) nylon dbl. magazine pouch
6. One (1) nylon pepper spray pouch
7. One (1) pepper spray 1.47oz can
8. One (1) baton holder
9. One (1) expandable Baton
10. Two (2) nylon handcuff pouches
11. Two (2) handcuffs 1 chain & 1 hinged cuff
12. One (1) nylon latex glove pouch
13. One (1) nylon Flashlight holder
14. One (1) flashlight LED light, w/ AC/DC charger
15. One (1) taser with holster
16. One (1) ballistic vest
17. One (1) uniform outer carrier to match shirt, badge & name sewn on
18. Two (2) blue duty ball cap (stretch fit w/small patch)
19. Three (3) short sleeve gray shirts Ripstop, badge, patch, rank, & name, sewn on
20. Three (3) long sleeve gray shirts Ripstop, badge, patch, rank, & name, sewn on
21. Three (3) blue duty trousers tactical cargo pant, w/gray stripe sewn in creases
22. One (1) black tie
23. One (1) tie bar gun metal w/DELMAR POLICE, blue letters
24. One (1) short sleeve logo polo shirt L chest patch
25. One (1) long sleeve logo shirt L chest patch
26. One (1) short sleeve patrol duty polo L chest badge, R chest rank & name (F.I./L.N.), Delmar over 3" Police centered on back
27. One (1) long sleeve patrol duty polo L chest badge, R chest rank & name (F.I./L.N.), Delmar over 3" Police centered on back
28. One (1) reversible fall duty coat reversible to Hi Vis liner, w/subdued buttons
29. One (1) winter coat w/subdued buttons
30. One (1) duty rain coat w/DELMAR POLICE on both sides
31. One (1) traffic vest Hi Vis, w/POLICE on front & back
32. One (1) molle tactical outer carrier black, "Police" front & back
33. One (1) molle radio pouch black
34. One (1) molle dbl. mag pouch black, single stack/side by side
35. One (1) pair duty boots* black

*(after completion of 1 year of service, officer's will be given a \$125.00 reimbursable allowance to purchase footwear of their choice, provided it meets the standards set forth in Section VII, C,5 of this policy)

- B. Class "A" Dress Uniforms and equipment may be provided to Police Officers by the department. Equipment issued for Class A dress uniforms shall only to be used with the dress uniform. Issued equipment shall include:

Administration Issue (Lieutenants and above)

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| 1. One (1) dress coat | gold buttons (Commander's blouse) |
| 2. One (1) white long sleeve shirt | |
| 3. One (1) dress pant, blue w/gray stripe | |
| 4. One (1) black tie | |
| 5. One (1) tie bar | gold w/ Delmar Police in black |
| 6. One (1) name plate | gold- F I & last name - Size:2-1/4" x 1/2" |
| 7. One (1) set of rank pins, LG | gold (epaulettes) |
| 8. One (1) winter campaign hat (felt) | |
| 9. One (1) hat badge (DE) | gold |
| 10. One (1) metallic acorns | gold |
| 11. One (1) leather chin swivel | gold |
| 12. One (1) shooting badge | (Issue w/ranking) |
| 13. One (1) set of D.P.D. lapel pins | gold, 1/2" |
| 14. Award bars, medals and other uniform décor as authorized | |
| 15. One (1) pair corfram shoes | |

Patrol Issue (Sergeants and below)

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| 1. One (1) Class A blouse (with belt hooks) | nickel buttons (gray piping) |
| 2. One (1) gray long sleeve shirt | |
| 3. One (1) dress pant | (gray stripe) |
| 4. One (1) black tie | |
| 5. One (1) tie bar w/ Delmar Police | nickel |
| 6. One (1) MD collar pin | nickel, (shirt collar) Right, MD Coat of Arms |
| 7. One (1) DE collar pin | nickel, (shirt collar) Left, DE Coat of Arms |
| 8. One (1) winter campaign hat | (felt) |
| 9. One (1) hat badge | nickel, DE coat or arms |
| 10. One (1) chin swivel | nickel |
| 11. One (1) shooting badge | (issue w/ranking) |
| 12. One (1) name plate | nickel F I & last name- Size: 2-1/4" x 1/2" |
| 13. One (1) set of D.P.D. lapel pins | nickel, 1/2" |
| 14. One (1) set of rank patches | both sleeves |
| 15. Two (2) Delmar Police patches | both sleeves |
| 16. One (1) dress holster | basket weave |
| 17. One (1) duty belt | basket weave |
| 18. One (1) duty belt buckle | nickel |
| 19. One (1) basket weave shoulder strap | w/nickel D rings & buckle |
| 20. One (1) basket weave dbl. mag pouch | w/nickel snap |
| 21. One (1) basket weave handcuff case | w/nickel snap, chain cuff |
| 22. Award bars, medals and other uniform décor as authorized | |
| 23. One (1) pair corfram shoes | |

- C. Uniforms and department issued equipment that are excessively worn or damaged are replaced by the department. Employees requiring replacement will complete a Quartermaster Assistance Form “QAF” (Form 4.5-A) and should have the item inspected by the employee’s supervisor. The supervisor will inspect and if necessary approve the item for replacement. The supervisor will then forward the QAF to the Quartermaster. Worn or damaged uniforms will be turned in to the Quartermaster upon replacement.
- D. With the written approval of the Chief of Police, officers are allowed to purchase additional uniform apparel and equipment, as needed or desired. Individually purchased items may be purchased from any vendor, but must comply with current uniform or equipment standards.
- E. Replacement of personally owned uniform apparel, duty related 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.
 - 1. For the purpose of this section “performance of duty” shall be those activities associated with arrest, apprehension and pursuit of individuals. Unless the personally owned property is required for a training session (protective glasses, etc.) the property may not be covered under this policy if loss occurred during training.

V. PROTECTIVE VESTS

- 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. This requirement is extended to all approved outside employment when the regulation uniform is worn. 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 pre-planned high risk incident will wear protective vests. (DPAC 2.1.4)
- C. Officers are approved to wear the outer vest carrier allowing the ballistic vest to be worn outside of the DPD regulation uniform shirt. Officers shall not remove the outer vest carrier unless wearing the DPD regulation uniform shirt underneath.
- D. The Chief of Police may grant exceptions to this requirement during periods of extreme weather or for certain outside employment activities. 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.
- E. 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. 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.

VII. DEPARTMENTAL APPEARANCE REQUIREMENTS

A. Uniform Employees

1. When wearing the standard duty 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. The hat is optional except at formal occasions. No part of the uniform is worn with civilian clothing or vice-versa.
2. Undershirts worn with an open collar uniform shirt shall be dark navy blue or black in color, with the exception of administration, which shall be white. Shirrtails will be worn tucked in at all times. Employees may wear a dark navy or black turtleneck or mock turtleneck with long sleeve uniform shirts as opposed to a tie.
3. Rank Insignia - The Chief will wear black shoulder epaulettes with a single gold star on each shoulder. Employees holding the rank of Lieutenant will wear black shoulder epaulettes with a single one inch (1") gold bar on each shoulder. Employees holding the rank of Sergeant will wear embroidered chevrons, gold on midnight navy blue, approximately ¼" below the department issued shoulder patch with the single point up. Employees holding the rank of Corporal will wear embroidered chevrons, gold on midnight navy blue, approximately ¼" below the department issued shoulder patch with the single point up. Patrolman First Class will wear embroidered chevrons, gold on midnight navy blue, approximately ¼" below the department issued shoulder patch with the single point up.
4. Assignment Insignia – The Chief of Police may authorize uniform patches signifying special assignment or duty (K-9 handler, motorcycle operator, etc.)
5. Name Plates - Each employee, regardless of rank, will wear a departmental issued nameplate, Size: 2-1/4" x 1/2", centered along the top line of the right shirt pocket seam. The nameplate will have the officer's first initial and last name. Officers holding the rank of Lieutenant or higher will wear gold and all lower ranks will wear silver.
 - a. Option: the Department may elect that the a name badge be directly sown on the officers uniform shirt with officer's first initial and last name in 3/8" block letters (all uppercase), with the bottom edge ½" centered above the right pocket of the uniform shirt (example: J DOE). Thread color will be dark navy thread on a gray cloth name strip.

6. Department Shirt Badges - All sworn personnel, when in the standard duty uniform, will wear their department issued badge, prominently displayed above the left shirt pocket.
 - a. Option: the Department may elect to have the Department issued cloth badge sewn onto the uniform shirt and worn in the same manner as the standard uniform badge.
7. Service Bars – Sworn personnel may elect to wear service bars, each denoting three (3) years of service, on the long sleeve uniform shirt and/or jacket. If worn, service bars shall be sewn on the left sleeve, one (1) inch from the edge of the inner cuff. Service bars are gold on midnight navy blue for all ranks.
 - a. Years of police service is determined only by the current tenure with this agency.
8. Footwear - Footwear worn with the standard duty uniform will be solid black. Officers must wear solid navy blue or black socks if the socks are visible.
 - a. Officers assigned to bicycle patrol may wear footwear appropriate for that assignment. Bicycle patrol footwear shall be black. Low cut socks not extending more than ½” above the top of the shoe are recommended. Socks extending above the top of the shoe may be white.
9. Hats - The department approved hat will be of the military campaign style. The State of Delaware hat badge shall be displayed center front of the hat. The wearing of these hats will be optional for standard duty assignments.
10. Officers are authorized to wear department issued baseball style caps with the standard duty uniform during inclement weather or during prolonged exposure to sunlight. Baseball style caps may be worn in conjunction with a utility uniform during specialized assignments or outdoor training. Winter headgear may consist of black knit cap. The black knit cap may have “Police” embroidered on the cap but may not have any other visible logos or emblems.
11. The Chief of Police shall authorize special duty uniforms and equipment items for officers having specialized assignments, to include bicycle patrol officer, K-9 handler, motorcycle officer and tactical squad members. The department shall issue special duty uniforms and equipment upon recommendation of the officer’s respective Division Commander.
12. The Chief of Police may authorize the wearing of a “utility” uniform for daily wear for all civilian employees, and sworn personnel on special occasions as determined by the Chief of Police. The utility uniform shall consist of the departmental issues polo shirt (or patrol polo), khaki pant, black or khaki colored belt and black or tan footwear. Undershirts worn with the utility polo shall be black in color.

B. Award Ribbons or Medals

1. Commendation ribbons approved for wear by the department will be worn, centered, above the nameplate/nametag on the uniform shirt, no more than three across and four up, and will be worn in order of importance. The wearing of commendation ribbons is optional for those officers who are recipients of such awards while wearing the standard duty uniform and while assigned to standard duty assignments.
2. Commendation medals approved for wear by the department will be worn, centered, along the top left line of the left shirt pocket seam below the uniform badge.
3. The wearing of commendation ribbons and medals is highly encouraged for those officers who are recipients of such awards in all formal settings. The Chief of Police, at his discretion, may mandate through special order that commendation ribbons and medals are worn during certain 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 be approved by Chief or his designee. Business or sport coats are optional unless required for court or a specific event or task.
 3. Investigators and non-uniform administrative police employees may wear approved tactical trousers and the department issued polo shirt in lieu of business attire under routine duty circumstances. Good judgment will be required when attending meetings or other functions where business attire would be more appropriate. Denim jeans in any color may be worn during specific assignments, duties or training environments where a more durable trouser is warranted. The Chief of Police may authorize denim jeans for any other occasion. Denim jeans may not be excessively faded or have holes or frayed material.
 4. Socks should coordinate with the pants. White socks are prohibited unless worn with boots where the socks are hidden.
 5. Footwear should be clean and polished (if leather), with heels and toes in good repair. Normal business shoes including slip-ons (loafers) or lace-ups are acceptable. Boots are acceptable, provided they are in good taste and visually compatible with the accompanying attire. Athletic style shoes may be worn when warranted by specific assignment, duties or training assignments.
 6. Female business attire will include the previously mentioned clothing and non-revealing blouses, skirts, dresses and appropriate footwear. Sandals are approved footwear but flip-flops are inappropriate and are prohibited.

7. The above dress standards shall apply to civilian employees assigned to the administrative office. Employees assigned to the administrative office and communications center shall also follow the above listed guidelines for appropriate dress. Some exceptions are as follows:
 - a. Employees assigned to the communication center may wear denim jeans provided they are not extremely faded and do not have holes in them.
 - b. Capri style pants having a length below the knee (standing) are acceptable for administrative and communications employees. Shorts and skorts of any design are not acceptable.
 - c. Communications employees may wear athletic style shoes so long as they are clean and in good repair.
8. If a sidearm is worn on the waist while in plain clothes (or off duty), the officers' department issued badge must be prominently displayed next to the sidearm or on a neckless style badge carrier worn around the officers neck.
9. 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.
10. 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. Court Attire

Officers attending court will be in uniform or civilian clothes to include a business suit or sport coat and tie for male employees and appropriate business attire for female employees.

F. 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. 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.

- b. 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 so long as it does not interfere with headsets or other communications equipment. Female officers having hair that extends below the bottom of the collar shall be secured in a bun or ponytail not extending below the collar. Hair shall not be allowed to hang into the female officer's face, either in front or on the sides.

3. Mustaches and Beards

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. Goatees and beards will not be permitted except by order of the Chief of Police.

4. Jewelry

- a. Female officers may wear a single earring in each ear lobe provided they are small and tasteful in appearance. Male employees are not permitted to wear any type of earring. Non-sworn female employees may wear two earrings in each ear provided they do not interfere with headsets, telephone handsets or other communications equipment.
- b. Facial jewelry and tongue piercing ornaments are strictly prohibited when in uniform or while on duty in any capacity.
- c. 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.
- d. Male and female employees assigned to civilian attire may deviate from these regulations with the approval of their supervisor.
- e. 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, Branding and Piercing

- a. Employees will not be allowed to display excessive tattoos/brands on any part of the body not covered by the standard duty uniform or garment if working in

a non-uniform capacity. Excessive is defined as any tattoos/brands or combination of tattoos/brands that exceed 25% of the exposed body part. Tattoos/brands located above the collarbone and readily visible when wearing an open collar uniform or garment are prohibited.

- b. Tattoos/brands on any part of the body not covered by the standard duty uniform or non-uniform garment while on-duty or while wearing the standard duty uniform off-duty shall not be excessive, obscene or sexually explicit, including those prohibited that symbolize sex, gender, racial, religious, ethnic or national origin discrimination. Also prohibited are all tattoos/brands that advocate or symbolize gang affiliation, supremacist or extremist groups, and drug use.
- c. Tattoos/brands not covered above that are prejudicial to good order are prohibited.
- d. The Chief of Police shall use the above guidelines when determining the appropriate image and acceptability of tattoos/brands displayed by sworn and civilian police personnel while on duty or wearing the official standard duty uniform while off-duty.
- e. Police personnel with existing tattoos/brands or acquiring new tattoos/brands not allowed by this policy shall be required to maintain complete coverage of the tattoos/brands using current uniform items (long sleeve uniform shirts, etc.) or volunteer to remove tattoos at their own expense.
- 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.

VIII. Line Inspection

- A. Line inspection is an on-going process to ensure that employees are in compliance with department policy in the areas of personal appearance, the proper wearing of the police uniform or non-uniform apparel, and the use and maintenance of assigned equipment.
- B. Line Inspection is accomplished informally by supervisory personnel on a daily basis. Minor deficiencies in individual employee personal appearance and the maintenance of assigned equipment are brought to the employee's attention when they are identified by a supervisor. Noted deficiencies, if not corrected, or major deficiencies shall be reported to the employee's respective Division Commander for follow-up action.