

City of Johns Creek Police Department

<i>Subject:</i> Uniform and Dress Code		<i>Number:</i> 04-05
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PURPOSE:

Establish guidelines for approved dress codes and wearing of the Department uniform.

POLICY: (04-05)

Members of the Department are highly visible representatives of the City. As such, it is imperative officers and employees make a good impression on the citizens and visitors of Johns Creek. Maintaining an appropriate and professional appearance is the beginning of that impression.

Scope: Applicable to all members of the Johns Creek Police Department.

PROCEDURES:

General Provisions (04-05-01)

- A. Officers assigned to uniformed duty shall wear the designated uniform when reporting for duty, while on duty, and during any assigned special assignment. When the uniform is worn, care shall be taken that it fits well, is neat, clean, properly pressed, and all leather and metal items are polished and in presentable order.
- B. All members and employees of the Department shall be neat in appearance and well groomed when at work or performing other official functions.
- C. Under no circumstances will a part of the official uniform be intermixed with the wearing of civilian clothes.
- D. Members of the Department not required to wear the official uniform shall dress in professional business attire keeping with current fashions and the employee's activity of the day.
- E. When necessary, the Chief of Police may prescribe other types of clothing to achieve Department goals and create a professional image.

Uniform Shirt (04-05-02)

- A. The uniform shirt shall be Department issued. Shirts will be clean and pressed and shall not be frayed or torn.
- B. All buttons, except the collar button on short-sleeved shirts, will be buttoned.
- C. Bulky items **shall not** be carried in the pockets of the shirt. Official credentials, eyewear and pens are permitted along with a notepad.
- D. Black crew or v-neck undershirts will be worn with short sleeved uniform shirts. The undershirt will be clean, un-stained and the collar will not be frayed or torn. Sleeves of the undershirt should not protrude from the sleeves of the uniform shirt.
- E. A Department issued mock turtleneck shirt, tie or dickey or a crew neck black t-shirt will be worn when the officer is wearing a long sleeve uniform shirt.

Shirt Accessories (04-05-03)

- A. The Department issued badge will be worn over the left breast pocket.
- B. The Department issued nameplate will be worn on the right breast pocket aligned and centered on top of the pocket.
- C. The official Department patch will be displayed on both sleeves of all uniform shirts and jackets.
- D. Appropriate collar insignias should be worn just inside the seams at the corner of the collar. The insignia should be 1” from the front and back edges of the collar.
- E. Awards and pins designated by the Chief of Police indicating SWAT Training, firearms, etc., may be worn on the right pocket flap. Badges and ribbons indicating awards for valor or other commendations may be worn over the right breast pocket on the dress uniform. The wearing of badges and pins indicating departmental awards and accomplishments is optional to the officer on daily uniform wear. All pins or badges must be authorized by the Chief's office.
- F. Tie bars or tacks of authorized by the Chief of Police will be worn as needed.

Trousers and Socks (04-05-04)

- A. Trousers will be Department issued and kept neat and clean.
- B. Socks shall be black if visible.

Headgear (04-05-05)

- A. Personnel in uniform will carry the department issued hat at all times in patrol or assigned vehicles. The hat shall be worn during official functions (ceremonies, funerals, etc.) In any other instance, the wearing of the hat is optional or at the discretion of the officer.
- B. If a hat is worn, it will be worn squarely on the head.
- C. Hat braids and straps of appropriate color will be worn on the hat.
- D. No insignia or pins, other than those issued by the Department are to be worn on the hat.
- E. Agency issued “ball cap” style hats shall **ONLY** be worn with the K9, Bike Patrol, Motors and Training uniforms.
- F. Baseball type hats will only be worn with the Training Uniform. Units such as Bicycle Patrol and Motors may wear a Baseball type hat with their daily uniform.

Footwear (04-05-06)

All footwear will be kept clean and polished. All footwear will meet the approval of the Chief of Police and be subject to modification as necessary. Footwear for uniformed officers shall be one of the following types:

- A. Plain toe black oxford shoes, lace up, military style.
- B. Combat type boots, lace up, entirely black, consisting of full leather.
- C. Jungle and cowboy boots are not permitted.

- D. Boots, plain toe, all black, leather and nylon composition, lace up.
- E. Wellington style slip on boots, plain black leather, round toe, exclusive of any ornamentation.

Jackets and Inclement Weather Gear (04-05-07)

The following are optional according to weather conditions:

- A. Optional rain gear consists of a highly visible raincoat.
- B. The winter jacket is Department issued. The badge will be worn on the jacket in the appropriate position. No other pins or badges will be worn on the jacket, unless otherwise authorized by the Chief of Police.
- C. The Department has an authorized/issued wool pullover sweater, black. Officers wearing this sweater are required to wear their police shield on the front left side.
- D. Officers wearing a pullover sweater will wear a department issued turtleneck or dickey under it, completely covering the body armor, and are not required to wear a uniform shirt.
- E. During inclement weather, the proper rain cover will be worn over the uniform hat to prevent water damage.

Excluded Items (04-05-08)

- A. For safety purposes, no dangling earrings or any type of ornament will be affixed to the ear, while in uniform on patrol capacity. Females with pierced ears may wear small post earrings. Male officers are not permitted to wear earrings while on duty.
- B. Personal ornaments or excessive jewelry shall not be worn while in uniform nor shall they be affixed to any part of the uniform, unless authorized by the Chief of Police. Wedding rings may be worn.
- C. Faddish and multicolor hairstyles are not authorized (i.e. purple hair, Mohawks, etc.)
- D. Body piercings that attach to or through exposed body parts or visible are not authorized (i.e. nose, tongue, eyebrow, etc).
- E. No political material of any type may be worn on the uniform.
- F. Blue tooth devices or any other cell phone hands-free ear devices are prohibited while in uniform.
- G. The display of any unprofessional or offensive tattoo or brand, by members of the department is prohibited. The following list includes, but is not limited to, the following types of tattoos:
 - 1. Depictions of nudity or violence.
 - 2. Sexually explicit or vulgar art, words, phrases or profane language.
 - 3. Symbols likely to incite a strong negative response in any group (i.e. swastikas, pentagrams, etc).
 - 4. Initials or acronyms that represent criminal or historically oppressive organizations (i.e. KKK, SS, street gang names, numbers and/or symbols).
 - 5. Full sections of the body that are tattooed, also known as sleeves, are also prohibited.
 - 6. Visible tattoos, while in uniform, are prohibited at all times.
 - 7. Officers with visible tattoos shall wear the long sleeve uniform shirt or cover the tattoo by other acceptable manner determined by the Chief of Police.
 - 8. The final decision on all tattoos, to include current employees and pre-hires, will be made by the Chief of Police.

Personal Appearance (04-05-09)

At all times while on duty, all members of this department, both sworn and non-sworn, shall be well groomed and clean in their person. The following guidelines apply to all personnel who are wearing any issued uniform.

A. Sworn and Non-Sworn Male Personnel

1. The hair on the top of the head, if any, will be neatly groomed and present a tapered appearance when combed. It will be of a length so as to not touch the collar. An officer's hair, when combed, shall not fall over the ears.
2. Individuals choosing to wear sideburns will keep them neatly trimmed at all times. The base shall be a clean shaven horizontal line and the length shall not extend below the bottom of the ear. They shall not be wider at the bottom than their natural width at the top.
3. Individuals choosing to wear a moustache shall keep it neatly trimmed at all times. The moustache shall not extend beyond or go lower than the corners of the mouth.
4. All beards must be kept neat and professional, and meet the following requirements and guidelines:
 - i. If a beard is worn, it shall be groomed, clean and neatly trimmed at all times in order not to present a ragged appearance. Full and partial beards (goatees) are authorized, but patchy, spotty clumps of facial hair are not considered beards and as such are not permitted.
 - ii. The length of the individual facial hair shall be limited to three-quarters of an inch (20mm) and shall not grow past the "Adams Apple" (Thyroid cartilage). Soul patches (small patch of hair just below the lower lip and upper chin) are not permitted.
 - iii. Sworn officers who choose to grow a beard will be required to make payment to the Johns Creek Public Safety Foundation. Payments will be submitted to the Chief's Executive Assistant. The cost will be \$10 per month or \$100 for the entire year. Monthly payments will be due by the 5th of every month. Annual payments will be due by January 5th.
 - iv. The Chief's Executive Assistant will maintain a master list of all paid participants. Each month, he/she will distribute this roster to all sworn personnel, once the payment deadline has passed.
 - v. The lieutenant, or designee, of each shift or unit shall conduct a line inspection, in order to verify those wearing beards are paid participants, based on the master list. This inspection will also serve to verify officer beards are in compliance with the appearance guidelines set forth in this policy. Officers found to be not in compliance with this policy will be sent home to remove their beard.
 - vi. Two violations of this policy, either by failure to make payment or for appearance violations, will result in the officer being prohibited from participation for a period of one year.
 - vii. Exceptions to the beard policy may be made, at the discretion of the Division Major, due to personnel assignment.
5. Any unnatural human hair color shall not be permitted.

B. Sworn and Non-Sworn Female Personnel

1. Hair will be clean, neat, combed and will not be visible on the forehead when the police headgear is worn. The bulk or length of the hair shall not interfere with the wearing of all standard headgear, if applicable. Sworn female personnel shall wear their hair in a manner which does not touch the bottom of the collar and is easily pinned up for safety purposes.
2. Any unnatural/faddish human hair color or styles shall not be permitted.
3. Makeup of female members must be conservative.

Special Uniforms (04-05-10)

Uniform specifications for special tactical sections or divisions will be announced and approved by each Division Major.

Inside Dress (04-05-12)

While assigned to office duty or any other duty of an inside nature, upon approval of the Chief of Police, sworn officers may be exempt from wearing those articles not necessary for that assigned duty. (See also “Body Armor”)

Court Dress (04-05-13)

Issued duty uniform or coat and tie with dress slacks for males, and appropriate professional business attire for females will be worn for court appearances. No other attire will be appropriate.

Regulation Uniform/Attire, Off Duty Details (04-05-14)

Officers working an off duty detail in plain clothes capacity will adhere to the professional business attire dress code established for, and indicated by section 04-05-15 of this policy.

Class A Uniform (04-05-15)

The Class A Uniform consists of the following:

1. Long sleeve uniform shirt
2. Uniform pants
3. Tie
4. Issued headgear
5. Polished boots or patent leather shoes

Personnel Exempt from Daily Uniform Wear (04-05-16)

This section may include, but is not necessarily limited to, personnel assigned to the Criminal Investigations Division, the Office of Professional Standards, and any other unit as designated by the Chief of Police:

- A. Officers will dress in civilian clothes considered to be professional business attire in keeping with the activity and/or level of public contact planned for the day. The clothing shall be kept neat, clean and presentable.
- B. When an officer is in public view or appears before any official body or court, he/she shall do so in a coat and tie, or equivalent professional business type attire for female officers.
- C. Officers will be required to carry their firearms and handcuffs when on duty unless prior approval is given. When officers are in contact with the public, they shall not carry their firearms in an open or exposed manner without prior approval unless the proper badge is prominently displayed adjacent to the weapon.
- D. Officers must carry hand held radios when away from the office or vehicle unless the nature of the duty prohibits it.
- E. Officers permitted to wear the JCPD training uniform, which includes JCPD Polo shirt and 511 pants, shall adhere to all the grooming standards required of those officers in uniform.

Clothing Allowances – Disbursement and Accounting (04-05-17)

Officers who are authorized to dress in civilian clothes during their normal tour of duty will do so only in accordance with all related policies.

- A. A clothing allowance of five hundred dollars (\$500.00) will be disbursed to the officer only after being authorized by the Chief of Police as eligible to receive the allowance. The City Finance Department will issue the check on an annual basis or in accordance with City policy.

- B. All clothing purchased shall be considered professional business attire and shall not include personal items such as underclothing, socks, and jewelry.
- C. It shall be the responsibility of the officer to maintain the clothing and to keep its condition in accordance with this operating policy.

Civilian Personnel (04-05-18)

Office personnel will wear the designated uniform, if applicable, or dress in appropriate professional business attire in a manner which reflects well on the Department. Blue jeans and flip flops are not permitted to be worn in the workplace. Standards will be determined by the Chief of Police.

Personnel Identification (04-05-19)

All personnel will be issued official photo identification and business cards. While acting in an official capacity, employees shall present their photo identification card and/or furnish name and badge number, to any person requesting that information, except when withholding such information is necessary for the performance of their official duties (i.e. - undercover operations). Employees shall verbally identify themselves during telephone conversations.

Turning in Equipment upon Termination or Resignation – Reissuing Equipment (04-05-20)

When any employee resigns or is terminated, all City issued property, including keys, manuals, cars, identification cards, uniforms, guns etc. will be turned into the appropriate Administrative Property Custodian (Quartermaster) having responsibility for the issued equipment or apparel.

The agency Quartermaster is responsible for issuing and reissuing agency equipment. The Quartermaster will issue equipment based on the current approved equipment/uniform list and only to authorized users. If an employee requires an item to be issued or re-issued the employee will complete the required form and shall have the supervisor approve the request prior to sending it to the Quartermaster. The quartermaster will follow up on all requests. When applicable, the Quartermaster may choose to re-issue equipment returned from another employee; the decision to re-issue equipment is solely that of the Quartermaster.