

# St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO0102
SUBJECT: Uniforms/Personal Appearance		
ISSUE DATE: January 12, 2001	REVISED: 7/16/04, 7/04/05, 7/21/06, 05/01/07,	AMENDS/RESCINDS: GO9905
REVISIONS CONTINUED: 01/10/11, 5/14/13, 08/18/15, 11/10/16, 11/7/19		DISTRIBUTION: A

## I. Policy

A Police Officer's uniform is the most visible representation of the Department and the City that employs the officer. The appearance of an officer's uniform and the manner in which it is maintained contributes to the perception citizens form concerning the professionalism of the officer and his/her Department. Consequently, it is the policy of the St. Joseph Police Department to have members uniformed in a manner consistent with the highest professional standards of law enforcement.

Besides commissioned and some civilian personnel, the Department is staffed by other civilian members who do not wear uniforms. The appearance of these civilian members, who have direct contact with the public, also has an impact on the public's perception of the Department. Therefore, their appearance must also meet professional standards. This General Order establishes uniform, other clothing, and appearance requirements for Department members. Supervisors who encounter appearance issues that they believe to be contrary to this policy statement shall take appropriate action, whether the issue is specifically addressed in the body of this directive or not.

## II. Procedure

A. Police uniforms should be both functional and professional. The appearance of uniformed members is useful in the following areas.

1. Establishing a member's identity and authority to the public;
2. Providing a command presence in emergency situations;
3. Identifying fellow officers;
4. Providing personal protection to the officer; and
5. Promoting a sense of pride, shared duties, and responsibilities within the Department.

### B. Police Uniform Requirements

1. The Chief of Police will determine specifications for approved police uniforms and related equipment including manufacturer, model, style, and color. An

authorized uniform and equipment book that describes each approved item will be kept in the Administration Office.

2. Two styles of uniforms are authorized, Class A and Class B. Other than the dress uniform hat, no mixing of uniform classes is permitted. No unauthorized uniform or equipment items may be used or worn on duty. The Chief of Police and the appropriate Division Commander shall approve clothing, emblems and equipment, as well as conditions for their use, for special units. An approved Department emblem will be worn on both shoulders of all uniform shirts, coats, and other designated items. The Department approved leather coat must display a badge for identification purposes.
3. Wearing soft body armor is mandatory for all police officers while on duty in uniform while on patrol, participating in firearms training, involved in enforcement, or investigative activities in the field that may result in making arrest attempts or involve other high risk situations.

**EXCEPTION:** Officers working in an undercover capacity that could be compromised by wearing body armor are exempt from the provisions of this Order upon written approval of the Chief of Police.

Other exceptions may include:

- a. Officers assigned to administrative duty;
- b. Officers working Department-approved secondary employment;
- c. Funerals;
- d. Public appearances;
- e. Court; or
- f. Other special assignments as determined by the Chief of Police

The Department strongly encourages officers, exempt from wearing body armor due to assignment, to wear their body armor while on duty or in uniform, but at least **MUST** have it immediately available at all times while on duty, for their own personal protection.

**C. Inspections:** (See also General Order governing “Line and Staff Inspections”)

1. Uniformed Patrol Officers shall maintain their uniforms and appearance in compliance with this general Order. Members assigned to the Patrol Division will be visually inspected daily by a Shift Supervisor. Inspections may include all items of the uniform, accessories, equipment, firearms, shoes, head and facial hair, and personal hygiene. The following standards will apply to uniformed members:
  - a. Uniform neat and clean;
  - b. Uniform properly fitted and properly worn;
  - c. Weapon, gun belt, accessories, and equipment are clean and operative;
  - d. Head and facial hair are within regulations;
  - e. Shoes are clean and polished; and
  - f. Proper personal hygiene. Members shall maintain a neat and clean personal appearance. Extreme or gaudy styles or items are prohibited.
2. A member who is judged to be in violation of any article of this General Order shall make an immediate correction, unless the correction requires an item to be ordered. In those instances, the member shall order the required item as soon as possible; when the item arrives it will be put into service. Normally no more

than thirty (30) days will be allowed to satisfy this condition (See also General Order governing "Line and Staff Inspections).

**D. Monthly Clothing Allowance:**

The City Personnel Code sets forth the Police Department Uniform Policy. That policy shall supersede any provisions of this General Order that may conflict. The policy states in part, "...*initial uniform requirements, including necessary accessories (except shoes), shall be furnished to newly-employed officers at no cost to the individual.*" And also "*All uniform replacement and maintenance, including fair wear and tear on accessories, shall be the responsibility of individual officers from the date the officers begin receiving monthly clothing allowance payments.*"

**E. Accessories:**

1. Accessories are those items of equipment or clothing purchased by the Department for use by sworn and civilian members. Accessories are issued to individual members and remain the property of the Department. They must be returned to the Department upon termination of employment. Items to be returned include, but are not limited to:
  - a. Hat badges;
  - b. All Department owned shirt badges that were issued after 4-27-98; (which will be reissued to members that retire in good standing);
  - c. Firearms and related equipment (i.e. holster, magazine cases, etc.);
  - d. Safety equipment (including bullet proof vests and/or green traffic vests);
  - e. Defensive weapons and related equipment, (i.e. ASP and carrying case, baton(s), etc.);
  - f. Rain coats and flashlights;
  - g. Department owned duty belt and related equipment (i.e. handcuff case, flashlight holder, radio case, etc.); and
  - h. Other items designated as accessories by the Chief of Police.
2. Records of Department-owned equipment and accessories issued to members will be maintained in the Administration Office.
3. Plainclothes officers are expected to carry their firearms and other accessories concealed; however, in the event that this is not possible, the Department issued badge will be clearly displayed.

**F. Civilian and Detective Clothing Requirements:**

Civilian members and members assigned to the Detective Division will wear appropriate business attire.

1. During duty hours, sworn and non-sworn members working in non-uniform assignments shall be dressed in clothing attire that reflects a professional appearance.
  - a. Sworn Members will be required to wear the following business attire:
    - 1) Men – A coordinated outfit consisting of a jacket and necktie, collared shirt, slacks, socks, and dress shoes (in the Detective Division). Officers in other divisions are not required to wear the jacket and necktie and with the approval of their division commander, be allowed to wear polo shirts.

- 2) Women – A coordinated outfit consisting of a jacket or sweater set with skirt or slacks, or business dress, hose or socks, and dress shoes or dress sandals. (NOTE: Hose/socks are not a requirement during the summer months.)

**NOTE:** Sworn members will have the option to wear the standard uniform in place of business attire, depending on their assignment. The Division Commander may require other standards.

- b. All non-sworn members will be required to wear the following attire:
  - 1) Men – Slacks, open collar shirts, polo shirts with either the manufacturer's logo or no logo, sweaters, or turtlenecks. (NOTE: Jackets and ties are optional.)
  - 2) Women – Slacks, skirts, blouses (including shells), dresses, polo shirts with either the manufacturer's logo or no logo, sweaters, or turtlenecks. Gauchos and cropped dress pants are allowed. (NOTE: Jackets are optional and hose/socks are not required during the summer months.)

2. Clothing that will be considered unacceptable will consist of jeans, overalls, T-shirts, sweatshirts, sweatpants, leggings, stretch pants, dress shorts (knee length), skorts, Capri pants (knee length), mini-skirts, sheer or transparent clothing, spaghetti straps on shirts, blouses or dresses, inappropriate logo on shirts, wild printed clothing, tennis shoes, and casual sandals such as flip flops (beach shoes). No mid-drift tops, and no low cut tops. Camouflage print clothing is not suitable office attire. Members should be advised that the clothing listed in this section are examples of inappropriate attire and is not all-inclusive.
3. Members may wear clothing that is other than business attire when the circumstances require moving from one office to another, training, etc., and if prior approval has been obtained from the division commander.
4. Supervisors and commanders may specify additional or alternative dress and grooming requirements based on the business needs of the department, i.e. business attire versus uniform. Supervisors and Commanders will:
  - a. Be responsible for discussing clothing options with members who may be dressed inappropriately, whether that may be wearing clothes that are too revealing, distracting, or that compromise a professional image; and
  - b. Take appropriate disciplinary action when members do not comply with the guidelines established for proper attire.
5. No non-department approved or issued attire shall be worn with the uniform of sworn members. Non-sworn personnel not issued a uniform cap or jacket may wear a hat, cap, jacket, or sweater of conservative style that is either navy blue or black in color with their uniform, if required by the weather.
6. Casual Business Attire - Appropriate casual business attire is described in Section 1b. 1) and 2) of this annex.

**G. Other Clothing Requirements:**

1. All uniformed Supervisors above the rank of Sergeant will only wear the Class A uniform while on duty.

2. All other members may wear either the approved Class A or Class B uniform while on duty.
3. Every sworn member is required to maintain at least one Class A uniform that meets all the approved specifications. This includes both a short sleeve shirt and a long sleeve shirt and tie.
4. Members will wear a Department-approved uniform or appropriate business attire for court appearances.
5. Members may wear Department commendation ribbons on the class A uniform with tie, or supervisors dress uniform, during special occasions.
6. Sunglasses may be placed on the uniform shirt/jacket epaulets temporarily while engaged in field activities. Sunglasses will not be worn on the uniform shirt/jacket epaulets while members are at formal occasions and/or at attention while on "parade" stance (i.e. funeral processions, inaugurations, etc.).
7. In the event that uniform shirts/pants become faded, the items may be dyed so as to be indistinguishable from other well kept uniforms. Frayed or torn items must be replaced.
8. Members working special assignments are required to wear Department approved uniforms, clothing, and badges that identify them as members of the Department.
9. All uniformed members are required to wear the approved duty belt with the uniform. No accessory items (i.e. holster, handcuff case, etc.) will be allowed on an ordinary pants belt, with the exception of personnel performing administrative assignments.
10. Footwear for cold/snow/rain must be black in color. Galoshes and/or approved boots may be worn with the uniform.

#### **H. Personal Grooming (Commissioned Personnel):**

##### **1. Hair-Male Employees:**

- a. Must be neatly cut;
- b. May be tapered or blocked in the back, but must not touch the shirt collar when the member is standing;
- c. Must not cover more than the top half of the ear; and
- d. Must not interfere with the regulation headgear.

##### **2. Hair-Female Employees:**

- a. Hair length shall not interfere with the normal wear of police headgear;
- b. Hair length shall not exceed the bottom of the shirt collar in the rear and will not lie on the shoulders;
- c. Bangs shall not be visible on the forehead when wearing the uniform headgear;
- d. Hair will be kept from covering any part of the face, with the exception of the ears; and
- e. Only those items necessary to hold hair in place may be worn, (i.e.- decorative accessories such as ribbons, barrettes, etc., may not be worn).

##### **3. Sideburns:**

- a. Must be neatly trimmed and not bushy;
- b. Bottom of sideburns must be a clean, straight line;
- c. May not extend below the lowest part of the earlobe; and

- d. May not exceed 1 inch in width.
- 4. Mustaches/Goatees:**
- a. May be worn but must be neatly trimmed;
  - b. Mustaches may not extend below the upper lip; and
  - c. Beards and goatees may be no longer than 1/2 inch and must be neatly trimmed.
- 5. Jewelry:**
- a. Male members may not wear earrings on duty. Female members in uniform may wear post-type earrings only;
  - b. Unobtrusive rings and wristwatches may be worn;
  - c. Necklaces worn by uniformed personnel must not be visible, except for medic-alert items;
  - d. Sunglasses of a conservative style may be worn in uniform; and
  - e. Unauthorized ornaments shall not be worn with the uniform.
- 6. Hats:**
- a. Uniform hats are optional while on duty. They may be required for special events and otherwise as directed.
  - b. The Chief of Police will designate what is appropriate for winter head-gear.
- 7. T-shirts:**
- a. If t-shirts are worn under the uniform shirt, they must be black in color if visible.
  - b. T-shirts are optional for non-uniformed personnel.
- 8 Socks:**
- Socks that are visible, while wearing the uniform, must be black or dark navy in color. No lower leg or ankle shall be exposed.
- I. Body Jewelry/Modifications (All Personnel):**
- 1. While on duty - regardless of his/her level of contact with the public - no member, whether male or female, commissioned or civilian shall wear the following items:
    - a. Visible body jewelry, including, but not limited to lip: eyebrow, tongue, nose, surface or any other piercing, (other than piercings in the ears as described in section II (H.5.a) above);
    - b. Body jewelry designed to permanently modify visible portions of the body, including, but not limited to: gauges, tunnels, plugs or dermal implants that are not medically necessary; and
    - c. Any other visible piercing or body modification device deemed inappropriate by the Chief of Police.
- J. Hair Color (All Personnel):**
- 1. Hair colors of all commissioned and civilian members must be conservative in keeping with a professional image.

---

Chris Connally, Chief of Police

---

Date