

DALTON POLICE DEPARTMENT

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| | | <i>Effective Date</i> May 1, 1998 | <i>Number</i> GO89-3.3 |
| <i>Subject</i> Uniform and Employee Appearance Standards | | | |
| <i>Reference</i> CALEA Standards – 22.1.6, 26.1.1, 41.3.4, 41.3.5, 41.3.6 | | <i>Revised</i> September 28, 2021 October 24, 2023 | |
| <i>Distribution</i> All Personnel | <i>Re-evaluation Date</i> September 2023 October 2025 | | <i>No. Pages</i> 15 |

I. Policy

It is the policy of the Dalton Police Department that members of the Department shall be neat, clean, and well-groomed in their personal appearance while on duty. Members of the Department shall follow all the rules and regulations in regard to the wearing of the police uniform, civilian dress, accessories, and related equipment.

II. Purpose

The purpose of this directive is to establish a guideline detailing professional grooming and uniform standards that contribute to uniformity of appearance, professionalism, esprit de corps, officer safety, and the identification of members of this Department.

III. Procedure

A. Personal Appearance – General Guidelines

All members should keep in mind that the average citizen does not normally come into frequent personal contact with Officers or other Department members. A citizen will often form an opinion of the image of the entire Department based upon a single personal contact with an individual member. The most carefully designed and selected uniform of the best quality and tailoring cannot compensate for the Officer who does not maintain it properly and who is sloppy in appearance. All members shall pay particular attention to personal hygiene and grooming.

1. At all times, while on duty, all members of the Department shall be well-groomed, neat in appearance, and in conformance with all uniform and appearance standards established herein.
2. No member of the Department shall permit anyone from outside the Department to use or wear any piece of equipment or item of the official Department uniform without approval of the Chief of Police.
3. A member of the Department may be held accountable for the repair or replacement of any piece of equipment or item of the official Department uniform that is lost or damaged because of negligence.

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4. Under no circumstances shall part of the official Department uniform be mixed with the wearing of civilian clothes, except for the duty weapon.
5. Officers below the rank of Sergeant shall be issued a two-toned badge and silver shirt accessories. Sergeants and above shall be issued a gold badge and accessories.
6. The official badge of the Department is a solid gold or a two-tone badge that designates the rank of the Officer across the top. The Department name is printed below a silhouette of the Police Services Center, which is below the multi-colored City of Dalton seal.
7. When necessary, the Chief of Police or his / her designee may prescribe other types of clothing in order to attain Department goals or give special permission to deviate from the approved uniform list.
8. All uniform purchases shall be made from the approved list of uniform items maintained and updated by the Property and Evidence Section. Changes made to the approved uniform list must be approved by the Chief of Police.
9. Watch Commanders and unit Supervisors shall inspect employees at the beginning of their tour of duty to ensure that their uniforms / clothing is complete, clean, and neat.
10. All members shall wear their false teeth, if applicable, unless a medical reason, supported by a doctor's recommendation, prohibits them from doing so.

B. Personal Appearance of Employees

1. Hair Styles – Sworn Employees
 - a. Hair styles shall be neat, clean, and well-groomed. Extreme hairstyles are prohibited.
 - b. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this directive, the naturally occurring color range does not include unique hair colors, such as pink, blue, purple, or green.
 - c. Hair must be styled in such a manner so that it does not interfere with uniform headgear or any specialized equipment and shall not interfere with officer safety and effectiveness.
 - d. The Chief of Police may excuse employees that are assigned to specialized duties, such as the Drug Enforcement Unit, from the hair and grooming standards.
2. Sworn Male Hair Standards

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- a. Hair shall be trimmed neatly and shall not cover or extend over the ears.
- b. The hair may touch the top of the uniform shirt collar in normal posture but shall not cover it.
- c. Sideburns shall not extend below the middle of the ear and shall not be flared.
- d. Mustaches shall be small, neatly trimmed, and not extend below the upper lip.
- e. Beards, including goatees, may be worn at the discretion of the Chief of Police. When worn, beards shall be neatly trimmed and no longer than half an inch in length.
- f. The Chief of Police shall consider and may approve exemptions to these requirements on a case-by-case basis. Such exemptions may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation.

3. Sworn Female Hair Standards

- a. Hair shall be neatly trimmed, shaped, and in a style that permits wearing of the uniform hat, baseball cap, or other Department emergency equipment.
- b. Hair longer than the bottom of the uniform shirt collar shall be pulled back and up, and it cannot extend below the bottom of the uniform shirt collar.
- c. Hair accessories shall be conservative in style and color-coordinated with the uniform.
- d. The Chief of Police shall consider and may approve exemptions to these requirements on a case-by-case basis. Such exemptions may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation.

4. Non-Sworn Employee Hair Standards

- a. Hair styles shall be neat, clean, and well-groomed. Extreme hairstyles are prohibited.
- b. Dyed, tinted, or bleached hair shall be within a naturally occurring color range and shall be professional in appearance. For purposes of this directive, the naturally occurring color range does not include unique hair colors, such as pink, blue, purple, or green.

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- c. Hair shall be styled in such a manner as to not interfere with assigned duties, specialized equipment, or employee safety and effectiveness.
- d. Mustaches and beards are allowed for non-sworn male employees but shall be neatly trimmed and professional in appearance.

5. Jewelry

- a. All employees may wear jewelry that is clean, neat, and of a style that presents a professional appearance, is not offensive to others, and is consistent with the type of assignment and duty performed.
- b. No ring shall be worn that interferes with the use of equipment or hinders the use of the hand and fingers. No more than one ring may be worn on each hand (a wedding band and engagement ring count as one ring).
- c. Sworn members, while in uniform, may wear one watch, one bracelet, and a necklace that is not visible. A medical alert bracelet and / or necklace is permitted.
- d. Non-sworn members are permitted to wear one earring stud per natural earlobe. Plugs (used to enlarge piercing holes in the ear lobes) are prohibited. Sworn members are not permitted to wear earrings.
- e. No tongue studs or visible body piercing shall be worn.

6. Cosmetics – Appropriate cosmetics, conservative in nature, are permitted. The coloring and length of fingernails shall be conservative.

7. Tattoos – While on duty, in uniform, or representing the Department as an employee, all employees shall adhere to the following guidelines for tattoos, body art, and / or branding.

- a. No employee shall display any tattoo, body art, or branding on their person. One wedding band tattoo on the left ring finger is acceptable, if discreet and professional in appearance.
- b. All tattoos not in compliance with this guideline must be covered with additional clothing, a bandage(s), or a sleeve that is either flesh-toned, navy blue, or black in color.
- c. As an alternative to the sleeve or bandage, Officers may wear a long sleeve uniform shirt without a tie or turtleneck dickey during the summer months.
- d. The Chief of Police may authorize specific employees to display tattoos while assigned to specialized duties, such as the Drug

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Enforcement Unit or the Safe Streets Task Force. Authorization shall be considered on a case-by-case basis.

IV. **Uniform Classes**

A. Class A - Official Dress Uniform

This class uniform shall be considered the official dress uniform and is to be worn for the following:

1. Funerals
2. Any event / detail, as directed by the Chief of Police or his / her designee. This uniform shall consist of uniform trousers, uniform long-sleeve shirt, dress hat, uniform tie, approved black plain-toe uniform footwear, and black socks. All garments shall have the proper rank designation, uniform emblems, nameplate, badge, and hat device.

B. Class B - Official Working Uniform

This uniform shall be worn for normal, daily duty in accordance with the following guidelines:

1. Uniform trousers
2. Uniform shirt, either short or long sleeves
3. Uniform jacket (The raincoat may be substituted.)
4. Uniform sweater worn over the uniform shirt with an LAPD navy blue or black turtleneck dickey or tie
5. Seasonal hat
 - a. The fur cap may be worn if the weather conditions dictate.
 - b. A Departmentally-approved baseball cap may be worn under the following conditions:
 1. When directing traffic outside the vehicle
 2. When outside the vehicle in inclement weather
 3. During special events / details, when approved
 4. During specialty assignments that require extended time in direct sunlight
 5. When authorized by the Chief of Police or his / her designee

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- c. Baseball caps shall not be worn inside buildings, unless as a continuation of one of the above conditions.
 - d. Baseball caps shall be worn squared and centered on the head.
- 6. An LAPD navy blue or black turtleneck dickey or tie shall be worn with the long-sleeved uniform shirt. The tie shall be worn when appearing in court and while working or appearing at city government meetings. (The approved baseball cap should never be worn with a tie).
 - 7. If visible, a black or navy-blue undershirt (t-shirt, compression shirt, etc.)
 - 8. Black, plain-toe, uniform footwear, as approved
 - 9. Socks, black or navy blue in color
 - 10. Duty weapon with a black basket weave patterned duty-belt and duty-holster
 - 11. Black basket weave patterned magazine pouch and two duty weapon magazines (a third duty weapon magazine is optional)
 - 12. Black, gray, or silver handcuffs in a black basket weave patterned handcuff case (a second set of handcuffs is optional)
 - 13. Impact tool in a black basket weave patterned holder (optional)
 - 14. Black leather gloves (optional)
 - 15. OC spray in a black basket weave patterned holder (optional)
 - 16. Taser in a black duty-holster (provided it is functional)
 - 17. Department-issued flashlight in a black basket weave patterned holder (an additional tactical flashlight in a black holder is optional)
 - 18. Cell phone in a black or gray holder (may be worn on the uniform as long as the phone does not distract from the uniform or duty belt)
 - 19. Tourniquet in a black holder (optional)
 - 20. Portable radio in a black holder
 - 21. Black basket weave patterned pouch with nitrile or latex gloves (optional)
 - 22. Body-worn camera (if assigned)
 - 23. Any other item approved by the Chief of Police

C. Class D - Training Uniform

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1. This uniform is composed of a black or navy blue knit golf shirt with the Department insignia, beige, khaki, or brown casual (khaki-type) pants with coordinating gear, and casual shoes or black, plain-toe uniform footwear. Athletic shoes shall not be worn. This uniform may be worn at the discretion of the Chief of Police or his / her designee.
2. The Departmentally-approved baseball cap may also be worn with the training uniform at the direction of the Chief of Police or his / her designee.
3. In all situations, unless changed or dictated by the course instructor, the official working uniform shall be acceptable for training.
 - a. Classroom training – Appropriate dress for the classroom environment shall consist of the training uniform or casual (khaki-type) pants and a shirt with a collar. Uniform boots or shoes shall be worn. Casual dress shoes in black or brown are also acceptable. No tank tops, jeans, shorts, t-shirts, or athletic shoes are allowed.
 - b. Firearms and defensive tactics training – Clothing shall consist of BDU or 5.11 style pants and a comfortable shirt (dictated by the weather). In addition, a hat with a bill is required at the firearms range. Uniform boots or shoes shall be worn. No tank tops, jeans, shorts, athletic shoes, or offensive t-shirts are allowed.
 - c. Out-of-town training – The standard of dress for off-site training shall be the same as if the employee were attending Department-sponsored training. Off-site training refers to training away from the facilities of the Dalton Police Department.
 - d. Exceptions – The instructor or sponsor of the training course may dictate or require alternative clothing or footwear that is applicable for the course that is being taught.

D. Honor Guard

1. This uniform shall be worn by Honor Guard members, as directed by the Chief of Police or his / her designee, and shall consist of the following:
 - a. High collar dress jacket with Dalton Police Department shoulder patches
 - b. Trousers
 - c. Black socks
 - d. Black high-gloss shoes
 - e. White gloves
 - f. Honor Guard hat with gold hat braid, blue striped hat band, and enameled hat badge

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2. The Honor Guard uniform shall be worn in the following manner:
 - a. No rank shall be displayed on the jacket, and the issued police badge shall be worn on the left side in the slot provided. The Honor Guard pin shall be worn centered over the right breast pocket, resting on the top seam of the pocket. No name plate shall be worn.
 - b. The Honor Guard hat shall be worn at all Honor Guard functions, unless directed by the Chief of Police or his / her designee. The hat badge shall be gold with blue enamel and shall have "POLICE" in the rank field. Hats shall be worn squared and center on the head.
 - c. White gloves shall be worn by Honor Guard members when actively engaged in an assignment. When the gloves are not worn, they shall be neatly tucked into the belt on the right side. The right-hand glove shall be removed whenever someone offers to shake hands.

V. **Wearing of the Department Uniform**

A. Hats

1. Hats and caps shall be worn squared and centered on the head.
2. Hats that require a badge on them shall have the proper Dalton Police Department shield in the center of the hat, aligned straight up and down.

B. Shirts

1. An optional whistle chain should be worn on the right shoulder connected to the flap or button of that shoulder, depending on the type of chain issued.
2. The badge is worn over the left pocket in the slot provided.
3. The nameplate is worn over the right pocket, centered on the pocket with the pins resting against the top seam of the pocket.
 - a. Officers having at least three (3) years of service may wear a "Serving Since" attachment on the bottom of the nameplate.
 - b. Officers with the following distinctions may wear a titled nameplate holder: D.R.E. (Drug Recognition Expert), Honor Guard, Instructor, F.T.O. (Field Training Officer), or Reconstructionist.
4. Medals, ribbon bars, and pins
 - a. Medals may be worn only on the official dress uniform for ceremonial / special occasions or when stipulated by the Chief of Police. They may be worn on the flap of the right breast pocket, centered one-half (1/2) inch below the top seam.

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- b. A ribbon bar(s) may be worn above the right pocket above the nameplate on the official working uniform.
- c. Award of Valor – For each additional Award of Valor, the Officer shall be presented a medal and ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- d. Life Saving Award – For each additional Life Saving Award, the Officer shall be presented with a ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- e. Award of Merit – For each additional Award of Merit, the Officer shall be presented a ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- f. Awards from Outside Agencies – An Officer receiving any ribbon or medal award(s) from any other police agency may wear it above the nameplate area above the right breast pocket with the approval of the Chief of Police.
- g. Advanced or Specialized Training Pin – Officers may wear one (1) pin that is awarded by an outside agency or association that denotes successful completion of advanced or specialized training. Each pin must be approved by the Chief of Police, and when worn, shall be centered over the right breast pocket directly above the nameplate, U.S. flag pin, or other award ribbons.
- h. American Flag Pin – An American flag pin, issued by the Department, may be worn on the Class A or Class B uniform, centered one eighth (1/8) inch above the name plate. No other flag pins shall be displayed on the uniform.

C. Collar Insignia

- 1. ~~Non-Supervisor~~ Officers who have not yet met the requirements for the rank of PFC or higher shall wear silver “DPD” insignia on each side of the collar of the Class A and Class B uniform. The edges of the insignia shall be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45-degree angle.
- 2. Police Officers First Class shall wear a silver single chevron insignia measuring five eighth (5/8) inch high and seven eighth (7/8) inch wide on each side of the collar of the Class A and Class B uniform. The chevron shall be centered on the collar at a 45-degree angle.
- 3. Master Police Officers shall wear a silver two chevron insignia measuring thirteen sixteenth (13/16) inch high and thirteen sixteenth (13/16) inch wide

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on each side of the collar of the Class A and Class B uniform. The chevron shall be centered on the collar at a 45-degree angle.

- ~~2.4.~~ Sergeants shall wear gold "DPD" insignia on each side of the collar of the Class A and Class B uniform. The edges of the insignia shall be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45-degree angle. Sergeants shall wear a gold three chevron insignia measuring one (1) inch high and three quarter (3/4) inch wide on each side of the collar of the Class A and Class B uniform. The chevron shall be centered on the collar at a 45-degree angle.
- ~~3.5.~~ Lieutenants shall wear a single three quarter (3/4) inch gold bar on each side of the collar of the Class A and Class B uniform. The bar shall be placed along the inside seam of the collar, about one quarter (1/4) inch from the edge, centered between the top and the point of the collar.
- ~~4.6.~~ Captains shall wear three quarter (3/4) inch double gold bars on each side of the collar of the Class A and Class B uniform. The double bars shall be centered on the collar at a 45-degree angle.
- ~~5.7.~~ The Assistant Chief of Police shall wear a single gold star on each side of the collar of the Class A and Class B uniform. The star shall be centered on the collar.
- ~~6.8.~~ The Chief of Police shall wear two gold stars on each side of the collar of the Class A and Class B uniform. The edges of the set of stars shall be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45-degree angle.

D. Shoulder Patches

The official Department patch shall be displayed on the right and left shoulder of all uniform shirts, jackets, coats, and sweaters and shall be centered one inch below the shoulder seam.

~~E. Rank Identification~~

- ~~1. Police Officers First Class shall wear a single silver chevron on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.~~
- ~~2. Master Police Officers shall wear two silver chevrons on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.~~
- ~~3. Sergeants shall wear three gold chevrons on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.~~

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~~4. Lieutenants shall wear, in addition to the collar insignia on the uniform shirt, a single three quarter (3/4) inch gold bar on the epaulets of the uniform coat.~~

~~5. Captains shall wear, in addition to the collar insignia on the uniform shirt, three quarter (3/4) inch double gold bars on the epaulets of the uniform coat.~~

VI. **Regulations for Purchasing of Uniforms and Equipment**

- A. The annual uniform allowance and equipment accounts and their method of disbursement are determined by the Chief of Police or his / her designee based upon current uniform costs, usage, and unforeseen replacement needs.
- B. The amount of the uniform allowance line item is determined by budget appropriations.
- C. Uniformed employees shall not be provided an annual uniform allowance during their first year of service.
- D. The Department may offer a clothing allowance for certain non-uniformed positions within the Department. The amount of the allowance shall be determined by budget appropriations and shall be dispersed bi-annually as an addition to the employee's regular compensation.

VII. **Regulations for Purchasing of Non-Uniform Items and Equipment**

- A. At no time shall any sworn or non-sworn employee purchase items not specified in this order and its amendments or related orders without first having received an authorization from the Chief of Police or his / her designee.
- B. At any time, a piece of equipment used by an Officer or other employee may be rejected for Departmental use if it has not first received authorization by the Chief of Police or his / her designee.

VIII. **Uniform Specifications**

A. Uniformed Personnel

The Property and Evidence Section shall maintain a current list of uniform specifications and the proper wearing instructions. Copies shall be sent to all uniformed personnel if changes occur.

B. Civilian Attire

- 1. Personnel whose duties allow them to wear civilian attire, those Officers appearing in court out of uniform, or those personnel representing the Department in any other official capacity shall wear conservative clothing, which would normally be acceptable as proper by the business community.

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- a. For men, this would be a business suit and tie; sports coat, slacks, and a tie; or casual (khaki-type) pants with the Department-approved button-down collared shirt with the Department insignia. For court appearances, male personnel shall wear a business suit and tie or sports coat, slacks, and a tie.
 - b. For women, acceptable clothing would be a dress, skirt or slacks and blouse, business suit, or casual (khaki-type) pants with the Department-approved button-down collared shirt with the Department insignia. For court appearances, female personnel shall wear a dress, skirt or slacks and blouse, or business suit.
 - c. These uniforms may be worn at the discretion of the Chief of Police or his / her designee, and any attire not provided by the Department shall be purchased by the employee. Denim jeans shall not be acceptable attire for men or women, unless approved by the Chief of Police.
2. Civilian clothing shall be clean and neatly pressed, and shoes shall be shined.
 3. Special attire shall be allowed when job necessities require it or when approved by the employee's Supervisor.
 4. If an employee is unsure if a specific type of attire is appropriate, he / she should check with his / her Supervisor before wearing or purchasing the articles of clothing for work.
 5. American flag pins can be worn on the left side of the shirt, blouse, jacket, etc. near the heart.

C. Protective Body Armor

1. In order to enhance the safety and security of Officers, the following job assignments require the wearing of protective body armor while on duty.
 - a. Officers and Supervisors assigned to the Patrol Division
 - b. Criminal Investigations Division Officers and Supervisors when engaged in search and / or arrest situations
 - c. All other Officers when engaged in special operations or while performing functions that require the stopping of motorists or arresting of violators
 - d. All personnel engaged in pre-planned, high-risk situations, such as warrant execution or any other situation where the risk of violence is present.
2. While on duty, Officers not wearing protective body armor shall make their protective body armor available by storing it in their Department vehicle

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trunk in a current state of readiness. Investigators shall keep their protective body armor with them while traveling to and from work assignments, if accompanying another Investigator.

3. Officers shall wear protective body armor while wearing the training uniform or any other clothing or equipment that, while being worn uncovered and openly visible, identifies them as a police officer. Officers may remove the protective body armor while in a training setting, if requested to do so by the instructor.
4. Division Commanders may make exceptions to the aforementioned requirements, if appropriate.

D. Knives

1. Knives are not issued by the Department or authorized for use as a weapon in their traditional context. However, the Department does recognize that knives are legitimate law enforcement tools of the trade.
2. While wearing the official working uniform or civilian attire, Officers may carry a folding knife in a specifically designed holder on the duty belt or in the pocket.
3. The blade shall not be longer than five (5) inches and can either have a serrated or straight edge.
4. Folding knife blades shall not be casually visible to the public, except during intentional use.
5. A fixed-blade knife may also be worn but shall be carried concealed.
6. Supervisors shall be responsible for inspecting all knives carried on-duty by their subordinates to ensure compliance with this directive.

IX. Uniform / Equipment Replacement

- A. The Department issues uniforms and equipment to all employees. Employees are responsible for all issued uniforms and equipment and are required to maintain them in a state of operational readiness, providing for their general upkeep.
- B. Whenever a uniform item or piece of authorized equipment needs to be replaced or purchased, a Uniform Allowance Report (Appendix A) shall be filled out and signed by the requesting employee and forwarded to his / her Supervisor.—An explanation detailing the reasons shall accompany any request for purchase of authorized items from other than the designated primary vendor.
- C. The Division Commander shall either concur or not concur with the recommendation and forward the request to the Property and Evidence Section or back to the Department member that requested the item.
- D. After a request is received by the Property and Evidence Section, the order shall be placed with the primary vendor.

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- E. The cost of any purchase of unauthorized uniform items or equipment shall be the responsibility of the individual employee.

X. **Central Issued Equipment File**

The Property and Evidence Section shall maintain a central file containing all Property Issue / Return Forms, which tracks the issued equipment for each member of the Department.

XI. **Auxiliary Uniform**

All auxiliary members of the Department shall wear a uniform that clearly distinguishes them from sworn Officers.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

UNIFORM ALLOWANCE REPORT

Date _____

The undersigned requests authorization to expend funds from the uniform allowance in accordance with GO89-3.3 as amended for the following reasons:

_____ Replacement
_____ New equipment
_____ Other _____

_____ Items Requested _____

| Item Name | Description | Item Number |
|-----------|-------------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Requested by _____

I recommend that above-named employee's request/order be _____ approved _____ not approved.

Comments: _____

Date _____ Supervisor _____

I _____ concur _____ do not concur with recommendation.

Comments: _____

Date _____ Division Commander _____

EPF UAR 920413 R1011

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