

DALTON POLICE DEPARTMENT

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<i>Subject</i> Uniform and Employee Appearance Standards		
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I. Policy

It is the policy of the Dalton Police Department that members of the ~~Police~~ Department will be neat, clean, and well-groomed in their personal appearance while on duty. Members of the Department will 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 to assist the general public in properly identifying 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 ~~Police~~ Officers or other ~~Police~~ Department members. ~~The~~ 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 ~~will~~ shall pay particular attention to personal hygiene and grooming.

1. At all times, while on duty, all members of the ~~Dalton Police~~ Department shall be well-groomed, neat in appearance, and in conformance with all uniform and appearance standards established herein.
2. No member of the ~~Police~~ Department will permit anyone from outside the Department to use or wear any piece of equipment or item of the official police uniform without approval of the Chief of Police.

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3. A member of the ~~Police~~ Department may be held accountable for the repair or replacement of any ~~item~~ piece of equipment or ~~part~~ item of the official police uniform ~~which~~ that is lost or damaged because of negligence.
4. Under no circumstances will part of the official police uniform be mixed with the wearing of civilian clothes, except for the duty weapon.
5. Officers below the rank of a 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 ~~Dalton Police~~ 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 building, 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 will be made from the approved list of uniform items maintained and updated by the Property and Evidence ~~custodian~~ Technician(s). Changes made to the approved uniform list must be approved by the Chief of Police.
9. Watch ~~Supervisors~~ Commanders 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, ~~supported by a doctor's recommendation~~.

B. Personal Appearance of Employees

1. Hair Styles – Sworn Employees
 - a. Hair styles will 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 will 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.

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2. Sworn Male Hair Standards

- a. Hair will be trimmed neatly and will not cover or extend over the ears.
- b. The hair may touch the top of the uniform shirt collar in normal posture but may not cover it.
- c. Sideburns shall not extend below the middle of the ear and will not be flared.
- d. Mustaches must 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 must 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 must be pulled back and up, and it cannot extend below the bottom of the uniform shirt collar.
- c. Hair accessories must 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 will 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.

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c. Hair must 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 must be neatly trimmed.

~~c. Sworn female Police Officers~~

~~(1) Hair shall be trimmed neatly and will not extend below the bottom of the shirt collar.~~

~~(2) Hair accessories must be conservative in style and color coordinated with the uniform~~

~~1. Hairstyles shall look professional and be of a conservative nature.~~

~~2. There shall be no hair length limitations for non-sworn females as long as it does not affect job performance or safety.~~

~~c. Sworn females Police Officers~~

~~1. Hair shall be trimmed neatly and will not extend below the bottom of the shirt collar be of a conservative nature.~~

~~2. Hair accessories must be conservative in style and color coordinated with the uniform.~~

~~2. Sideburns — Shall not extend below the middle of the ear and will not be flared.~~

~~3. Beards — Will May be worn at the discretion of the Chief of Police.~~

~~4. Mustaches — Small and neatly trimmed are permitted but will not extend below the upper lip.~~

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.

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- 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.
- ~~a. Non-uniformed personnel — There shall be no limitations on the wearing of jewelry, provided it presents a professional image and does not affect job performance or safety.~~
- ~~b. Uniformed personnel~~
 - ~~1. The wearing of necklaces and other ornamental jewelry, visible around the neck, shall be prohibited while in uniform.~~
 - ~~2. One ring on each hand is permitted. (A wedding band and engagement ring count as one.)~~
 - ~~3. One watch is permitted.~~
 - ~~4. Conservative earrings are permitted for females and must be smaller than one half (1/2) inch in diameter.~~
 - ~~5. Medical alert bracelets and / or necklaces are permitted.~~
- 6. Cosmetics – ~~All Female Personnel~~ Appropriate cosmetics, conservative in nature, are permitted. The coloring and length of fingernails will shall be conservative, ~~as well as the length of the fingernails.~~
- 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 ~~flesh-colored/navy/black~~ 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 dickiey during the summer months.
 - d. The Chief of Police may authorize specific employees to display tattoos while assigned to specialized ~~units duties,~~ such as the Drug Enforcement Unit or the Safe Streets Task Force, ~~or other specialized duty.~~ Authorization will be given on a case-by-case basis.

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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, ~~and~~
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 ~~cap~~ **hat**, uniform tie, **approved** black plain-toe uniform **approved** footwear, and **black** socks. All garments shall have the proper rank designation, uniform emblems, name ~~plate tag~~, badge, and ~~cap~~ **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. ~~Seasonal~~ 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 **substituted 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
 - c. Baseball caps ~~should~~ **shall** not be worn inside buildings unless as a continuation of one of the above conditions.

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- d. Baseball caps shall be worn squared and centered on the head.
6. An LAPD navy blue or black turtleneck dickey or tie will be worn with the long-sleeved uniform shirt. The tie will 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-approved footwear, as approved
9. Socks, black or navy blue in color
10. ~~Uniform~~ 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 3rd third duty weapon magazine is optional)
12. Black, gray, or silver handcuffs and in a black basket weave patterned handcuff case (a 2nd 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 and holster 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 with in a black holster holder is optional)
18. Cell phone and in a black or gray holder (optional may be worn on the uniform as long as the phone does not distract from the uniform or duty belt)
19. Tourniquet and 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**

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 approved footwear. Athletic shoes

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will not be worn. This uniform may be worn at the discretion of the Chief of Police or his / her designee ~~and shall be purchased by the employee.~~

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.

In all situations, unless changed or dictated by the course instructor, the official ~~DPD~~ working uniform will be acceptable for training.

1. Classroom training – Appropriate dress for the classroom environment will consist of the training uniform or casual (khaki-type) pants and a shirt with a collar. Uniform boots or shoes will be worn. Casual dress shoes in black or brown are also acceptable. No tank tops, jeans, shorts, t-shirts, or athletic shoes are allowed.
2. Firearms and defensive tactics training – Clothing will 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 will shall be worn. No tank tops, jeans, shorts, tennis athletic shoes, or offensive t-shirts are allowed.
3. Out-of-town training – The standard of dress for off-site training will be the same as if the employee were attending Agency-sponsored training. Off-site training means refers to training away from the facilities of the Dalton Police Department.
4. 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 Uniform

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. ~~Uniform~~ Trousers ~~with gold stripe~~
 - 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
2. The Honor Guard uniform will shall be worn in the following manner:
 - a. No rank will be displayed on the jacket, and the issued police badge will be worn on the left side in the slot provided. The Honor Guard

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pin will be worn centered over the right breast pocket, resting on the top seam of the pocket. No name plate will be worn.

- b. The Honor Guard hat will be worn at all **Honor Guard** functions unless directed by the Chief of Police or his / her designee. The hat badge will be gold with blue enamel and will have "POLICE" in the rank field. Hats ~~and caps should~~ **shall** be worn squared and center on the head.
- c. White gloves will be worn by Honor Guard members when actively engaged in an assignment. When the gloves are not worn, they will be **neatly** tucked into the belt on the right side. The right-hand glove will be removed whenever someone offers to shake hands.

V.E. Wearing of the ~~Dalton Police~~ Department Uniform

A.1. Hats

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

B.2. Shirts

- 1.~~a.~~ **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 (~~Optional~~).
- 2.~~b.~~ **The** badge is worn over the left pocket in the slot provided.
- 3.~~c.~~ The nameplate ~~tag~~ is worn over the right pocket, centered on the pocket with **the** pins resting against the top seam of the pocket.
 - a.~~(1)~~ Officers having at least three (3) years of service may wear a "Serving Since" attachment on the bottom of the nameplate ~~tag~~.
 - b.~~(2)~~ Officers with the following distinctions may wear a titled nameplate ~~tag~~ holder: D.R.E. (Drug Recognition Expert), Honor Guard, Instructor, P.T.O. (Police Training Officer), ~~and~~ **or** Reconstructionist.
- 4.~~d.~~ Medals, **ribbon bars, and pins** ~~and medal bar ribbons~~
 - a.~~(1)~~ Medals may be worn only on **the official** dress **uniform and** for ceremonial / ~~official~~ **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.
 - b.~~(2)~~ **The A** ribbon bar(s) may be worn above the right pocket above the nameplate on the ~~daily-service~~ **official working** uniform.

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- c.(3) Award of Valor – For each additional Award of Valor, the Officer / ~~employee~~ will 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 ~~valor~~ award(s) given in the past.
- d.(4) Life Saving Award – For each additional ~~award of The~~ Life Saving Award, the Officer will 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.(5) Award of Merit – For each additional Award of Merit, the ~~Officer / employee~~ will 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.(6) Awards from Outside Agencies – An ~~Police~~ Officer receiving any ribbon or medal award(s) from any other police agency may wear them above the nameplate area above the right breast pocket with the approval of the Chief of Police.
- g.(7) 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, will be centered over the right breast pocket directly above the nameplate tag, U.S. flag pin, or other award ribbons ~~if worn~~.
- 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.3.~~ Collar Insignia

~~Class A and B Uniform Shirts – When put on the collar, edges of the DPD should be placed about 1/4 inch from the edge of the collar. The insignia should be centered on the collar at a 45-degree angle.~~

1. Non-Supervisor Officers shall wear silver “DPD” insignia on each side of the collar of the Class A and Class B uniform. The edges of the insignia will 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. 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 will 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.
3. Lieutenants shall wear a single one inch gold bar on each side of the collar of the Class A and Class B uniform. The bar will 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.

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4. Captains shall wear one inch double gold bars on each side of the collar of the Class A and Class B uniform. The double bars will be centered on the collar at a 45 degree angle.
5. 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 will be centered on the collar.
6. 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 will 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.4. Shoulder Patches

~~Official Patch—~~ The official Agency patch shall be displayed on the right and left shoulder of all uniform shirts, ~~and~~ jackets, ~~+~~ coats, ~~and~~ sweaters and shall be centered one inch below the shoulder seam.

E.5. Rank Identification

- 1.a. 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.b. 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.c. Sergeants shall wear ~~gold~~ three ~~gold tier~~ chevrons on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.
- 4.d. Lieutenants shall wear, in addition to the collar insignia on the uniform shirt, a single one inch gold bar on the epaulets of the uniform coat. ~~one, one inch gold bar, on each side of shirt collar along the inside seam.~~

~~Coat: One gold bar, one inch in size, suitable for wearing on the epaulets of coat.~~

- 5.e. Captains shall wear, in addition to the collar insignia on the uniform shirt, one inch double gold bars on the epaulets of the uniform coat. ~~on shirt two gold bars, suitable for wearing on collar at a 45-degree angle.~~

~~Coat: Two bars, attached in a row, suitable for wearing on the epaulets of coat.~~

6. ~~American Flag Pins~~

- a. ~~The American Flag pin may be worn on the uniform shirt centered 1/8 inch above the name plate.~~

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~~b. Only the American Flag pin that is issued by the Dalton Police Department will be displayed on the uniform.~~

~~7. Cellular Phones~~

~~Cell phones may be worn on the uniform as long as the phone does not distract from the uniform or duty belt.~~

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 will not ~~participate in the~~ 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 will be determined by ~~the~~ 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

~~Department Policy~~

- A. At no time will 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 ~~Police~~ 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 ~~custodian~~ Technician(s) will maintain a current list of uniform specifications and the proper wearing instructions. Copies will 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 Dalton Police Department in any other official capacity will 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 Department-approved black button-down collared shirt with 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 Department-approved button-down collared shirt with 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 will not be acceptable attire for men or women.
2. Civilian clothing will be clean and neatly pressed, and shoes will be shined.
 3. Special attire shall be allowed when job necessities require it or when approved by the employee's Supervisor.
 4. If ~~the~~ **an** employee is unsure if a specific type of attire is appropriate, ~~then~~ **they he / she** should check with ~~their~~ **his / her** Supervisor before wearing ~~it to work~~ 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 ~~and provide for situations and conditions for the wearing of protective body armor~~, the following job assignments require the wearing of protective body armor while on duty.
 - a. Officers and Supervisors assigned to the Patrol Division
 - ~~b. Bike Patrol Officers~~
 - ~~b.e.~~ Criminal Investigations Division Officers **and Supervisors** when engaged in search and / or arrest situations
 - ~~c.d.~~ All other Officers when engaged in special operations or while performing functions that require the stopping of motorists or arresting violators
 - ~~d.e.~~ 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 ~~his / her~~ **their** Department

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vehicle 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 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.
- ~~3.4.~~ Division Commanders may make exceptions to the aforementioned requirements, ~~that are deemed~~ if appropriate.

D. Knives

1. Knives are not issued by the Department nor authorized for use as a weapon in ~~its~~ their traditional context. However, the Department does recognize that knives are legitimate law enforcement tools of the trade. ~~The knife may be folding or fixed blade. The blade shall not be longer than five (5) inches and can either have a serrated or straight edge.~~
2. While ~~in~~ wearing the official working ~~normal~~ duty uniform or ~~in~~ 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 will not be casually visible to the public, except during intentional use.
5. A fixed-blade knife may also be worn but must be carried concealed.
6. Supervisors shall be responsible for inspecting all knives carried on-duty by their subordinates to ensure compliance with this directive.

~~VI~~IX. Uniform / Equipment Replacement

- A. The Department issues uniforms and equipment to all Officers. Officers are responsible for all issued uniforms and equipment and are required to maintain them in a state of operational readiness, ~~and to provide~~ing for their general upkeep.
- B. Whenever a uniform item or piece of authorized equipment needs to be replaced or purchased, a Uniform Allowance ~~request~~ Report form (Appendix A) shall be filled out and signed by the requesting Officer and forwarded to his / her Supervisor. ~~(See Appendix A).~~

An explanation detailing the reasons must 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 ~~custodian~~ Technician(s) or back to the Department member that requested the item.

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- D. After a request is received by the Property and Evidence ~~custodian~~ Technician(s), the order will be placed with the primary vendor.
- E. The cost of any purchase ~~not approved in advance of purchasing of~~ unauthorized uniform items or equipment shall be the responsibility of the individual Officer.

~~VIII~~X. **Central Issued Equipment File**

The Property and Evidence ~~Custodian~~ Technician(s) shall maintain a central file containing all ~~SPTEQUIP-20060511~~ Property Issue / Return Forms, which tracks ~~of~~ the issued equipment for each member of the Agency.

~~IX~~I. **Auxiliary Uniform**

All auxiliary members of the Department shall wear a uniform that will clearly distinguish them from sworn Officers. ~~See Explorer's S.O.P.~~ The Dalton Police Explorers' Standard Operating Procedures manual provides the standards for the Explorer uniform.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

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 _____

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