



ATTLEBORO POLICE DEPARTMENT

Policy and Procedure

Chapter 5 Section 3		Uniform and Personal Appearance	
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All Personnel		00-02 Uniforms & Equipment & Appearance	
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5.3.1 Uniform and Personal Appearance

5.3.1.1 Purpose

The purpose of this policy and procedure is to establish regulations for the appearance and grooming for department employees and wearing of the Attleboro Police Uniform. It replaces all previously issued Rules, Orders, and other Directives.

Appearance in uniform is a key element for how the public perceives the men and women of the Attleboro Police Department. Attleboro Police personnel are responsible for maintaining their personal appearance and their uniforms to reflect the long and proud history and traditions of the Attleboro Police Department.

This policy establishes the authority, policies, procedures, and standards governing the uniforms, appearance, and grooming of all Department personnel. Grooming standards are necessary to ensure safety, discipline, and uniformity; to promote an esprit de corps; and to foster public respect for police.

5.3.1.2 Policy

It is the policy of this department that all members shall present a professional appearance, and all members shall comply with the specifications outlined in this order. The Chief of Police shall be the final approval authority in all matters relating to uniforms, personal appearance and duty equipment.

5.3.1.3 Responsibility

It shall be the responsibility of all supervisors to regularly monitor their subordinate's general appearance to ensure conformity with this policy. Supervisors finding a subordinate member who is not in compliance with this policy shall take prompt, appropriate action to correct any deficiency.

5.3.2 Contents

5.3.2.1 Contents

This policy contains the following topics:

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5.3.3 Grooming Standards

5.3.3.1 Hair

- A. The following herein hair standards shall be followed:
1. Officer's hair must be clean, well groomed, and neat.
 2. Hair coloring, if used, must look natural. Alternative style colors, such as blue, green, purple, extreme bright red, bright orange, etc, are prohibited. Any uncertainty if hair coloring is appropriate will be determined by the Chief of Police or his designee.
 3. Hair must not touch the eyebrows when groomed, or extend below the front of properly worn headgear.
 4. Hair must not have shaved decorative patterns or sections on the scalp.
 5. Hair must not contain ornamentation, other than prescribed in this section for women's hair style.
- B. **Men's Style Hair** - The following standards for Male hair grooming shall be followed:
1. Hair above the ears and around the neck will be tapered from the lower natural hairline upward. Hair shall never touch the shirt collar, nor extend over the ears. A totally clean, shaven scalp is authorized.
 2. Hair must not touch the uniform collar or ears; or extend below the eyebrows when headgear is removed; nor be visible under front edge of headgear, or interfere with properly worn headgear or safety gear.
 3. Braids, dreadlocks or mohawks are not authorized.
- C. **Female's Style Hair** – The following standards for Female hair grooming shall be followed:
1. Haircuts and styles will present a balanced appearance. The hair may touch, but not fall below a horizontal line level with the bottom edge of the back of the collar.
 2. All ponytails and long hair, including braids, must be neatly and inconspicuously fastened, pinned or secured to the head and must not fall below the lower edge of the collar.
 3. Braided hairstyles, such as cornrows, are authorized and will be conservative and conform to the guidelines listed herein.
 4. When a hairstyle of multiple braids is worn, braids will be of uniform dimension, small in diameter and tightly interwoven in symmetrical fore and aft rows that minimize scalp exposure and present a neat, professional, well-groomed appearance.

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Grooming Standards, Continued

5.3.3.1 Hair, *Continued*

Female's Style Hair, *continued*

5. Hairpins (bobby pins), small barretts, elastic bands, scrunchies, and small combs that are plain black, dark blue, brown, or color similar to the individual's hair are authorized.
 6. Widely spaced individual hanging locks, dreadlocks, braids, or pigtaails that protrude from the head are not authorized. Lopsided and extremely asymmetrical styles are not authorized. Foreign material (e.g., ribbons, beads, decorative items) will not be woven into the hair. Braid ends will not protrude from the head, and will be secured only with inconspicuous material that matches the color of the hair.
 7. Headbands or sweatbands are not authorized. Hair will not extend below the eyebrows. Hair accessories should not add excessive bulk or interfere with the proper wearing of all style hats.
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5.3.3.2 Wigs

If a wig must be worn, it must be of a good quality and fit properly. It must be of a conservative style and conform to the hair standards above. Natural hair under the wig will meet hair standards described above. Wigs will not be worn if it would present a safety hazard.

5.3.3.3 Moustache

Moustaches must be neatly groomed. The moustache shall not extend below the top of the upper lip or beyond the corners of the mouth (see figure 1)



Figure 1

5.3.3.4 Sideburns

Sideburns must be neatly trimmed, not extending below the midpoint of the ear. (see figure 2)

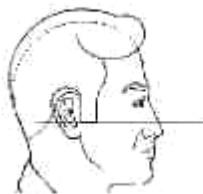


Figure 2

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5.3.3 Grooming Standards, Continued

5.3.3.5 Beards

Beards are strictly prohibited. Men will be clean-shaven while on duty or in any police uniform. Moustaches are authorized (see 5.2.2).

The Chief of Police may grant permanent shaving waivers for personnel who have received a confirmed diagnosis of Pseudofolliculitis Barbae (PFB) by a legitimate licensed medical doctor (MD). If waiver is approved, members will not have to shave facial hair, however facial hair will not exceed ¼ inch in length, or otherwise directed by the Chief of Police.

5.3.3.6 Cosmetics and Colognes

Cosmetics, colognes, after shave lotion, perfumes, light makeup, etc. are permitted to be worn. Makeup, when worn, shall be worn in a conservative manner.

5.3.3.7 Fingernails

Fingernails must be kept clean and trimmed, and will not exceed 1/8" beyond the finger tip. If females wear fingernail polish it will be conservative and in good taste and will not be brightly colored. Males may not wear fingernail polish.

5.3.3.8 Earrings

Women - One earring per ear centered on the earlobe for women. Earrings shall not be larger than 6mm ball studs (approx. 1/8 – ¼ inch); Decorative or combination settings are not authorized.

Men - Men are prohibited from wearing earrings.

5.3.3.9 Jewelry

The wearing of visible jewelry shall be limited to a wristwatch, a medical alert bracelet, and one acceptable ring on each hand (a wedding set is considered one ring). Wrist bracelets or ankle bracelets are not authorized to be worn. Thumb rings are not authorized to be worn.

Examples of acceptable ring styles include wedding rings, law enforcement association rings, and school rings. The ring's appearance should not detract from the professional appearance of the uniform.

Necklaces and neck chains shall not be visible. Watchbands will be of conservative style, not generally wider than the face of the watch.

Visible body piercing is strictly prohibited, including nose, eyebrows, mouth, etc.

Jewelry or necklaces which are gaudy, perverse or which jeopardize safety are prohibited. The department will not be responsible for jewelry lost, stolen or damaged while on duty.

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Grooming Standards, Continued

5.3.3.10
Dental appliances, caps, crowns, ornamentation

It is understood that dental appliances, caps, crowns are for dental necessity when worn on any noticeable visible portion of teeth. However, designer or custom dental appliances, such as decorative designs, playboy bunny®, initials, or artwork for the purpose of ornamentation, are prohibited.

5.3.3.11
Tattoos or brands

Tattoos, branding or body art shall not extend below the wrist on each arm.

No tattoo, branding, or body art, of any type, is authorized on the head, face (including inside the mouth), neck, hands, or above the collar bone.

Tattoos, body art, or branding anywhere on the body that promotes racism/discrimination, indecency, extremist or supremacist philosophies, anarchy, vivid or extremely graphic violence, or contain sexually explicit material or profanity are prohibited.

Extremist tattoos or brands are those that depict or promote extremist activities or organizations that advocate hatred, intolerance, or lawlessness (e.g., terrorist groups, neo-Nazis, skinheads, outlaw gangs, extreme political organizations with violent histories).

Indecent or sexually explicit tattoos or brands that contain a visual image, the dominant theme of which depicts or promotes graphic nudity, including sexual activities or organs, in a lustful way is prohibited. Tattoos featuring fully exposed nudity are prohibited.

5.3.3.12
Eyewear

Frame, lens, and contact lens styles will not be so outlandish as to cause distraction from para-military bearing. Mirrored lenses are prohibited.

5.3.3.13
Body Piercing

No piercing (other than those for females as described in 5.3.3.8) shall be made through the ear, nose, tongue, chin, eyebrow, or any other body part that would be visible while in any uniform.

5.3.3.14
Body Mutilation or Modification

Other forms of intentional body mutilation or modification (e.g. scarring, excessive ear piercing/stretching, tongue splitting, beneath the skin decorative implants, decorative tooth plating/engraving, etc.) are not authorized. This does not include traditional elective medical procedures (e.g., teeth straightening, breast augmentation, cosmetic plastic surgery, etc.).

5.3.4 Care and Maintenance of Uniforms

5.3.4.1 Property retention All Badges, insignia, and equipment furnished to members of the department shall remain the property of the department.

5.3.4.2 Badge **Uniform Officers** - While in uniform, the metal badge shall be displayed on the left breast of the outer most uniform article.

Plain Clothes officers – Plain clothes officers, or Detectives wearing plainclothes, shall display a metal badge on an approved lanyard hanging from their necks.

Detectives – Detectives wearing suits or business attire shall display the badge on their belt; forward of their firearm holster.

Detail/Road Job Officer – An embroidered or metal badge may be worn on the traffic vest.

5.3.4.3 Uniform appearance Members of the department shall keep their uniforms clean, well-brushed and pressed; badges and buttons clean and bright, and wear-polished black shoes or boots. Threadbare, faded, cracked/dry, or generally worn out articles of clothing and leather, shall not be worn. Missing buttons or other hardware shall be replaced.

5.3.4.4 Jackets When any uniform jacket is worn, it shall be buttoned or zipped so that it is closed and not opened.

5.3.4.5 Authorized use Members shall not wear an identifiable part of the uniform within or outside the limits of the community except while in the performance of official duty, except as may otherwise be authorized by the Chief of Police.

5.3.4.6 Damaged Uniform When an officer's uniform becomes damaged or destroyed in the performance of his/her official duty it will be replaced or repaired by the Department if such damage was not caused by reason of negligence, and if the item of clothing so destroyed was not already worn-out, threadbare, faded, cracked, or generally in poor condition prior to said damage.

5.3.4.7 Proper Care Each officer shall be responsible for the proper care, use, and keeping of his/her equipment and for the return of the same when requested.

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5.3.4 Care and Maintenance of Uniforms, Continued

5.3.4.8 Neglect

It will be deemed neglect of duty on the part of an officer to fail to take reasonable care of his equipment, to lose any part of his equipment through carelessness, or to neglect to report such loss immediately to his/her commanding officer. The officer shall be held responsible for replacement costs in such cases.

5.3.4.9 Directed to return

When demand has been made upon him/her by a duly authorized officer, a member of the Department shall return any part of his equipment or property of the Department which has been issued to him, in as good condition as when issued, reasonable wear and depreciation from use expected.

5.3.5 Civilian Clothing

5.3.5.1 Male

Male officers and male employees who are authorized to wear civilian clothing during their tour of duty shall wear either a business suit and tie, or sports coat and dress slacks with a tie. A Dress style shirt with a tie shall be worn. The Chief of Police or Commanding Unit Officer, who has been given authorization by the Chief of Police, may prescribe other types of clothing when necessary to meet particular police objectives. Civilian clothing shall not be worn with any distinguishable part of the police uniform.

5.3.5.2 Female

Female officers and female employees who are authorized to wear civilian clothing during a tour of duty shall wear either a female business suit or other business style attire. Unless otherwise directed, female officers and employees permitted to wear civilian clothing shall conform to the standards normally required of office personnel in private business firms. The Chief of Police or Commanding Unit Officer, who has been given authorization by the Chief of Police, may prescribe other types of clothing when necessary to meet particular police objectives. Civilian clothing shall not be worn with any distinguishable part of the police uniform.

5.3.5.3 Appearance standards – civilian members

Non-uniformed civilian members, while on-duty, shall wear clothing and accessories that are neat and clean in appearance and appropriate for their work location. Civilian members shall convey an appearance of professionalism, particularly when dealing face to face with the general public. The following items of clothing shall be considered unprofessional and inappropriate for work attire.

- T-shirts / tank tops as an outermost garment
- “Skorts” or shorts
- Denim clothing
- Beach or thong type sandals
- Spandex garments
- Athletic shoes (unless solid black in color)
- Athletic / workout attire
- Apparel bearing sport or company logos larger than 3” x 3”
- Leggings / skin tight pants

This list is by no means all inclusive and possible violations of civilian dress attire shall be addressed by the member’s commanding officer on a case-by-case basis. Civilian members shall abide by these standards unless expressly authorized by their commanding officer or when their duties or other necessity requires a departure from this rule.

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5.3.5 Civilian Clothing, Continued

5.3.5.4 Court

Male and female officers and members on the Department shall wear appropriate civilian attire (as described in 5.3.5.1 and 5.3.5.2). Only those members on duty shall be allowed to wear the Uniform of the Day to Court.

The Chief of Police may authorize special plain clothes uniforms as he/she deems appropriate to those applicable officers.

5.3.5.5 Plain Clothes Officers

The Chief of Police may authorize special plain clothes uniforms as he/she deems appropriate to those applicable officers.

- Plainclothes officers shall not wear apparel bearing sport or company logos larger than 3" x 3".
 - Plainclothes officers shall maintain a professional image.
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5.3.5.6 Alternative Summer Uniform

Detectives, Administrative Division members and Service Division members, and those members authorized by the Chief of Police, are authorized to wear an alternative summer uniform, consisting of the following:

1. Navy blue polo shirt with a small Attleboro Police patch sown onto the left breast chest (an embroidered patch is not authorized).
 2. Tan business slacks (*NOTICE: khakis color or light tan color are not authorized. Jeans, shorts or Dockers® are not authorized.*)
 3. Dress shoes (gym shoes are not allowed).
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5.3.6 Uniform Classes and Descriptions

5.3.6.1 Uniform Classes

The Department utilizes a *Class A* (dress uniform) *Class B* (uniform of the day) *Class C* (Dispatcher Uniform), *Class D* (Battle dress uniform [BDU]) and *Class E* (Bike uniform) to address the specific needs of the Department. These requirements are subject to change as determined by the Chief of Police. The Chief of Police, or his designee, will designate the “*Uniform of the Day*” and communicate requirements to the Department (*see also 5.3.7.2*)

5.3.6.2 Class A Uniform

The Class A uniform and any applicable accessories shall conform to the specifications as prescribed by this policy and Appendix 1 (*Class A* uniforms).

5.3.6.3 Class B Uniform

The Class B uniform and accessories shall conform to the specifications as prescribed by this policy and Appendix 2 (*Class B* uniforms).

5.3.6.4 Class C Uniform

The Class C uniform and accessories shall conform to the specifications as prescribed by this policy and Appendix 3 (*Class C* uniforms).

5.3.6.5 Class D Uniform

The Class D uniform and accessories shall conform to the specifications as prescribed by this policy and Appendix 4 (*Class D* uniforms).

5.3.6.6 Class E Uniform

The Class E uniform and accessories shall conform to the specifications as prescribed by this policy and Appendix 5 (*Class E* uniforms).

5.3.7 Uniform Rules and Regulations

5.3.7.1 Authorized uniforms

Police officers and employees shall wear only those articles of uniform, clothing, and accessories as authorized by this policy, or the Chief of Police. Police officers and employees shall not be permitted to wear on any part of their uniform any unauthorized badge, button, insignia, patch, or any decoration without the approval of the Chief of Police.

5.3.7.2 Uniform of the Day

The uniform of the day, unless directed otherwise, is the Class B uniform.

5.3.7.3 Seasonal uniform period

Unless otherwise specified by the Police Chief or his designee, the winter uniform period will begin on the last day of October and the summer period will begin on the fifteenth day in April.

5.3.7.4 Patches

Only those authorized patches are allowed to be worn. Patches will be worn centered on both sleeves of all uniform shirts, jackets and sweater. The top of the patch will be centered and a 1/2 inch below the shoulder seams.

5.3.7.5 Longevity Service Stripes (Hash marks)

Longevity Service Stripes may be worn by uniform police members. Each service stripe shall represent four (4) years of completed service with the Department or comparable service as a sworn law enforcement officer with a municipal police agency. Service stripes shall be gold for the ranks of Police Sergeant and above and blue for the rank of Police Officer. Service stripes are optional and may be affixed to the left sleeve (forearm) of the Class A uniform shirt or Class B uniform shirt, the Class "A" Dress Blouse, or jackets and leather motorcycle jackets, except rainwear.

5.3.7.6 Public demonstrations

Department members are prohibited from wearing the Department uniform or any identifying insignia related to the Department while participating in public demonstrations (i.e., political rallies, marches, picketing, political endorsements or political advertisements, etc.), unless authorized by the Chief of Police.

5.3.7.7 Honor Guard

Members of the Honor Guard shall wear such uniforms and insignia as prescribed specially by the Chief of Police.

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5.3.7 Uniform Rules and Regulations Uniform Rules and Regulations, Continued

5.3.7.8 Metal name plate

Nameplates will be worn above the right breast pocket flap of all uniform shirts, with the bottom of the rank plate flush with the top edge of the pocket. Nameplates will be maintained in a legible condition. Officers of rank shall wear a gold name plate with black lettering. Patrolman and Dispatchers shall wear a silver name plate with black lettering. The rank of the officer shall be attached below the name plate in black stencil letters (i.e. Dispatcher, Patrolman, Sergeant, Lieutenant, Captain, and Chief).

5.3.7.9 Undershirt (t-shirt)

A clean **white** “crew-neck” style T-shirt shall be worn underneath the long and short sleeve uniform shirts. White crew-neck “CoolMax” brand or similar type specialty ribbed or whisked style T-shirts, for use under body armor, may be worn with the uniform shirt.

5.3.7.10 Neck tie

The uniform necktie shall be solid black with a clip-on fastener. Neckties shall not be worn with any short sleeve uniform shirt.

5.3.7.11 Hat (caps/headgear)

The authorized police hat is the dark blue, eight point, glossy short brim, with a black gloss front strap for patrolman and gold front strap for officers of rank. The optional winter hat is the black fur-trooper/Yukon style cap.

Caps shall be worn straight on the head, not tilted to the side or rear and shall be worn out doors, unless authorized by the Chief of Police.

Uniform caps shall be worn in a manner that projects a professional appearance. Winter fur-trooper/yukon style caps shall have the hat badge properly affixed. Eight point hats shall have the metal shield and other ornamentation properly and securely affixed as required.

Police members shall ensure their eight-point hats are clean, serviceable, not-faded and readily accessible while on-duty.

5.3.7.12 Baseball cap

The authorized baseball cap is the navy blue baseball cap with a small Attleboro Police Department patch centered on the front, or as authorized by the Chief of Police.

5.3.7.13 Motorcycle Officers

Certified motorcycle officers may wear an “approved” motorcycle officer patch, on the center of the left sleeve below the department patch on the Class B uniform shirt and patrol jackets, except regular rain jackets.

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5.3.7 Uniform Rules and Regulations Uniform Rules and Regulations, Continued

5.3.7.14 Tactical Officers Active members of the Metro-LEC Tactical team may wear an approved SWAT tactical pin above the nametag on the Class B uniform.

5.3.7.15 Badges Only those badges issued by the Police Chief are authorized for uniform wear, carry, or display, except as authorized by the Chief of Police.

5.3.7.16 Special road job detail shirt For road jobs only, the short sleeve, Blauer Hi-vis Polo shirt (model #SS-8137) is authorized to be worn during the summer uniform period. Attleboro Police Department patches shall be worn on both shoulders. The Department embroidered badge shall be on the left breast. This special detail shirt shall only be worn with black bicycle shorts and authorized police ball cap. Long uniform pants are not authorized to be worn with the special detail shirt.

5.3.7.17 Traffic Vest The authorized traffic vest is the hi-vis florescent yellow, Blauer breakaway traffic vest (model #339P/340P). See *figure 4*. The traffic vest shall be clean and professional. The vest shall not be soiled, stained or dirty. "Police" shall be printed in black on the front and rear. An embroidered or authorized soft badge may be worn on a traffic vest.



Figure 4

5.3.7.18 Shoulder rank insignia Pin down shoulder rank insignia for Chief, Captain and Lieutenant shall be worn on both epaulets of an authorized jacket, coats and sweaters, so that the center of the insignia is one (1) inch from the shoulder seam. *Shoulder rank insignia will not be worn on shirts or rainwear.*

5.3.7.19 Sleeve rank insignia Sergeant rank insignia shall be worn on both sleeves of each outer garment (i.e. jacket) or shirt so that the uppermost point of the left sleeve insignia is approximately one inch beneath the bottom of the uniform shoulder patch, and the right sleeve insignia matches the height of the left, except rainwear.

5.3.7.20 Collar insignia Collar rank insignia on shirts are worn on both collars between one-half (1/2) inch and one inch from and parallel to the front edge of the collar. Patrolmen shall wear the authorized round City seal collar device.

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5.3.7 Uniform Rules and Regulations, Continued

**5.3.7.21
Scarves** During the winter uniform period, officers working road jobs may wear a solid black or dark blue scarf securely around the neck during intensely cold or windy weather.

**5.3.7.22
Uniform Shirts** The authorized uniform shirt for each class of uniform is specified in the applicable appendix. The type and brand are to be approved by the Chief of Police.

**5.3.7.23
Uniform Pants** The type and brand of pant are to be approved by the Chief of Police. Pants shall be navy Blue with a (1) inch royal blue piping (stripe) on the outside pant leg seam, running from the waistband to the cuff for patrolmen; and with two (2) half (½) inch royal blue piping (stripes) one quarter (¼) inch apart on the outside pant leg seam, running from the waistband to the cuff for officers of rank; Side pockets along the piping of the pants/side of pants are not authorized on the Class A uniform. The authorized uniform pant for each class of uniform is specified in the applicable appendix.

**5.3.7.24
Rain Coat** Rain coats and rain wear are to be worn only during inclement weather. Officers may wear a full-length or waist-length hi-vis florescent yellow reversible raincoat. The type and brand are to be approved by the Chief of Police.

**5.3.7.25
Whistles
(optional)** A whistle chain may be worn on the right shoulder of the *Class B* uniform. The whistle will be housed in the right breast pocket. Whistles are not mandatory.

**5.3.7.26
Military
Creases** Military creases shall be worn with all uniform shirts. Permanent military creases are authorized.

**5.3.7.27
Turtlenecks** Only full turtle necks are authorized to be worn with the authorized class uniform. Mock turtle necks are strictly prohibited.

**5.3.7.28
Authorized
leather gear** The authorized leather gear (duty belt, handcuff case, magazine holders, etc.) to be worn with the Class B uniform is plain black. Basket weave or nylon is not authorized to be worn with the Class B uniform.

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5.3.7 Uniform Rules and Regulations, Continued

**5.3.7.29
Tie-clip** Tie clips worn with the Class A, Class B or Class C uniforms shall have the $\frac{3}{4}$ inch City seal and be silver for patrolman and gold for superior officers.

**5.3.7.30
Ribbons** Ribbons and medals worn with the Class A uniform shall be positioned on the right chest and centered above the pocket on the dress blouse. Members who served in a U.S. military may wear their respective medals or ribbons on their Class A uniform.

**5.3.7.31
Pens** Any pens worn in the pen pocket shall be silver for patrolman and gold for superior officers.

**5.3.7.32
Belt & Buckle** All uniform belts shall be plain black leather. Superior Officer shall wear a gold belt buckle. Patrolman shall wear a silver belt buckle.
