



Helen Police Department

Standard Operating Policies and Procedures

Chapter A-110 Uniform Regulations	Effective Date:	August 1, 2022	# of Pages:	14
	Revised Date:		Distribution Authorization:	<i>Alonna C. Barnett</i>
	Special Instructions:			

I. POLICY

This standard operating procedure will establish guidelines and policy for the Helen Police Department uniform and related equipment. It also establishes proper civilian attire to be worn when officially representing the Helen Police Department.

II. AGENCY OWNED PROPERTY

- A. The department's property management function shall be the responsibility of the captain or the assigned quarter master.
- B. Uniforms and equipment shall be ordered and issued by the captain or his/her designee.
- C. Stored property shall be inspected regularly by the captain or the assigned quarter master and always maintained in a state of operational readiness. When agency owned property is to be repaired, replaced, or destroyed, refer to Section VII.

III. MISCELLANEOUS POLICE PROPERTY

- A. Daily care and proper use of all property, owned or controlled by the department, shall be the responsibility of the supervisor or employee to which such property is assigned for use.
- B. All Shift Supervisors will periodically inspect equipment assigned to assure that it is in serviceable condition and ready for immediate use.

- C. Whenever any department equipment or property is damaged, worn out or unserviceable, the officer to whom the equipment is assigned shall prepare a detailed report directed to the captain or the assigned quarter master. An inspection shall be made of such property by the Shift Supervisor before requesting replacement of such property to determine if there is any waste or carelessness involved.
- D. Employees will exercise the utmost care regarding department property assigned to their use. Neglect or carelessness by employees in handling such property will not be tolerated; such neglect or carelessness may result in monetary charges placed by commanding officers.
- E. No police property shall be thrown away, sold, broken up or otherwise disposed of except with permission of the commanding officer subject to the approval of the Chief.
- F. The department will replace or repair any badge, duty weapon or other police property furnished a member that is lost, destroyed, or damaged in the discharge of police duty through no neglect on the part of the member.
- G. The captain or the assigned quarter master shall be responsible for issuing, receiving, storing, inventory, and control of all uniforms, materials, supplies, and other department issued equipment and property.

IV. UNIFORMS FOR SWORN EMPLOYEES

- A. Unless otherwise ordered, members of the department while on duty shall wear such uniforms and equipment as prescribed by the Chief of Police. At any time while on duty or working in any official capacity, officers of the Helen Police Department will be required to be in full uniform, as stated in the remainder of this chapter. Officers will not be outside of the Helen Police Department or in public view in partial uniform while on duty status. Officers will also report to work in full uniform and be ready to work at the prescribed time.
- B. The uniforms issued by the Helen Police Department will be worn as directed by policy.
- C. All officers will receive an original issue of the following items upon appointment to probationary status.
 - 1. 3 Uniform Pants
 - 2. 3 Short Sleeve Uniform Shirts
 - 3. 1 Long Sleeve Uniform Shirts

4. 1 Inner Belt
5. 1 Duty Belt
6. 1 Duty Holster
7. 1 Baton Holder (if qualified)
8. 2 Handcuff Cases
9. 1 Radio Holder
- 10.1 Double Magazine Holder
- 11.1 Glock Model 17 9mm caliber pistol w/ 3 magazines
- 12.1 Patrol Rifle .223
- 13.1 Uniform Badge
- 14.1 Uniform Badge Holder
- 15.1 Vest Badge
- 16.1 Nameplate
- 17.1 Winter Jacket
- 18.1 Baseball Cap
- 19.1 Winter Cap
- 20.1 ASP baton (if qualified)
- 21.2 Sets of Handcuffs
- 22.1 Portable Radio with charger and battery
- 23.1 Raincoat
24. Cell Phone / Hotspot
- 25.1 Traffic Vest
- 26.1 Ballistic Vest

27.1 Body Cam

28.1 Taser

29.1 Taser Holster

30.1 Handcuff Key

31.3 Belt Keepers

32. Flashlight with charger

33. Flashlight holder

D. Department uniforms shall be made only by tailors contracted by the department and shall not be altered or changed in any manner without approval of the Chief of Police. They must conform to fit, material and workmanship, and be made according to the specifications prescribed by the Chief of Police. Any competent tailor may make repairs to uniforms, but such repairs must conform to the specifications prescribed.

E. Uniforms shall be kept clean, well brushed, and pressed, buttons and other metal accessories clean and bright. Caps must be worn straight, visor centered directly over the nose. All sworn employees will place orders at a time specified by the Chief of Police or the Captain to replenish worn or unserviceable uniform equipment.

V. INSIGNIA OF RANK ON CLASS A (LONG SLEEVE) AND CLASS B (SHORT SLEEVE)

A. Chief of Police

Chiefs' rank insignia, 1 star, shall be worn on the epaulets located on both shoulders. Badge shall be silver with gold panels with the rank on it.

B. Captain

Captains' rank insignia, 2 bars, shall be worn on the epaulets located on both shoulders. Badge shall be silver with gold panels with the rank on it.

C. Lieutenant

Lieutenants' rank insignia, 1 bar, shall be worn on the epaulets located on both shoulders. Badge shall be silver with gold panels with the rank on it.

D. Sergeant

Gold sergeant chevrons on each sleeve one inch below the police patch on the uniform shirt. Badge shall be silver with gold panels with the rank on it.

E. Corporal

Gold corporal chevrons on each sleeve one inch below the police patch on the uniform shirt. Badge shall be silver with gold panels with the rank on it.

F. Officer

Shall have no rank designation and shall wear the following. Badge shall be silver with gold panels with the rank on it.

VI. PROPER WEARING AND MAINTENANCE OF UNIFORMS AND EQUIPMENT

A. Shift Supervisor shall inspect the officers daily at roll call formation to ensure that uniforms and other equipment are clean and in good order, that each officer is properly equipped and attired and that the officer is physically fit for duty.

Shift Supervisor shall maintain constant vigilance of uniformed employees under their supervision and shall ensure that all officers are in conformity with department requirements.

B. Uniforms, Shoes, and Caps

1. Jackets

The issued jacket is the approved jacket for work. This jacket will have on the left front a sewn-on badge and shoulder patches. The leather police jacket is also authorized for wear with the uniform, but it must be purchased at the individual officer's expense.

2. Shirts

The class A and B issued uniform shirt is the dark blue uniform shirt, in either short or long sleeves. The Chief of Police and the

Captain shall have the option of wearing a blue or white shirt. Officers who elect to wear a long-sleeved uniform shirt shall either wear an issued mock turtleneck shirt or issued tie. Class C polo shirts will be black with "POLICE" on the right sleeve and "POLIZEI" on the left sleeve.

3. Mock Turtleneck Shirt

As prescribed by the department, black in color, constructed of good quality. A mock turtleneck may be worn in place of a tie and shall conform to all the same policy requirements.

4. Ties

- a. The issued tie shall be worn in accordance with the following policy:
- b. No tie shall be worn with the short sleeve shirt.
- c. Ties will be black in color.

5. Tee Shirts

Black crew neck tee shirts must be worn with short sleeve uniform shirts.

6. Socks

Socks will be solid black or dark blue. May have white bottoms providing the white does not show above the top of the shoe.

7. Pants

The issued uniform pants will be dark blue for class A and class B and black for class C.

8. Boots

Boots will be the black leather boots. The boots will be buffed to a high gloss for uniform wear. Patent leather shoes may be worn in place of boots with the uniform.

9. Hats

The issued baseball cap will be designated Special Event uniform hat. The baseball cap may only be worn during inclement weather or Special Events that involve long periods of sun exposure.

10. Raincoats

Only raincoats issued by the department are to be used.

C. Badges, Emblems, Patches and Ribbons

1. Badges

Uniformed members shall display their badges on their outermost garment over the left breast. While acting in an official capacity at the scene of a serious crime or other police emergency where their identity should be known, plain clothes employees shall affix their badge adjacent to their firearm so that it is displayed in such a manner that it is visible. This does not apply to routine investigations in which they must perform their duties in an inconspicuous manner.

2. Nameplates

This is to be worn on the right side of the uniform shirt pocket flap, even with the top seam of the right pocket flap and shall be centered with class A and B uniforms. If wearing ballistic vest, issued vest name plate shall be worn in specified Velcro attachment.

3. Shoulder Patches

All shirt and jacket patches shall be centered on both sleeves with the top of the patch approximately one inch down from the shoulder seam.

4. Emblems, Patches, etc

No emblem, patch insignia or commendation ribbon shall be worn or displayed on a Helen Police Department uniform unless authorized by the Chief. Commendation ribbons presented by other police agencies to a member of this department may be worn when authorized by the Chief.

5. Chevrons

Full-size gold chevrons with black background shall be placed on uniform shirts and jackets (except raincoats) using black thread. Chevrons shall be centered on the sleeve with the top point centered one inch below the bottom point of the shoulder patch.

D. Equipment

1. Semi-Automatic Pistols

- a. A Glock Model 17 9mm caliber semi-automatic pistol will be furnished to all sworn members of the department and must be carried at all times while on duty unless otherwise authorized by their commanding officer.
- b. Each member shall be held responsible for the condition of the weapons furnished. Each officer must see that it is always clean and ready for use; if repairs are needed, he must report such fact to his commanding officer at once. To determine if weapons are being properly cared for, the Shift Supervisor shall examine weapons once a month. Grip options other than the standard grips may be added at the officer's expense. Only black rubber grips or grip enhancers will be utilized and must be approved by the Training officer at the time of firearms qualification.

2. Gun Belts and Leather

These items are furnished to the officer and remain the property of the department. The style of the equipment is approved by the Chief of Police and ordered at his discretion. The duty gear shall be basket weave design and only approved belt, holster, handcuff case, O.C. case and ammunition pouches will be used by the department.

3. Cartridges

Duty ammo will be issued on an annual basis to replace the current issued ammo. Replacement ammo will also be issued to replace ammo likely to be defective or which have been used in the line of duty.

4. Batons and Tasers

Shall be carried by all patrol officers on duty who are certified and authorized to carry such weapons.

5. Flashlights

All patrol officers will be issued full size rechargeable flashlight. Any defects in the operation of the flashlights should be brought to the attention of the Shift Supervisor. The flashlight will be repaired or replaced before the unit returns to duty.

6. Handcuffs

Each member of the Helen Police Department will be furnished two sets of handcuffs.

7. Body Armor

Body armor will be issued to all sworn employees. Sworn personnel not assigned to uniform duty are required to have access to their body armor at all times. Sworn personnel assigned to uniform field duty are required to wear the issued body armor at all times unless a temporary exception is granted by a Shift Supervisor on duty.

Temporary exceptions to wear body armor may be considered for personnel during excessively warm weather conditions, when assigned to non-line duties, or other special assignments. Officers may also be excused from wearing body armor because of medical reasons as documented by a physician.

Officers are required to wear body armor while engaged in pre-planned, high-risk situation such as planned warrant execution, drug raids, or any other situation where the risk of violence is present.

E. Other

1. Identification Cards

All department employees shall be issued an ID card that shall be carried at all times. The ID card will include the employee's name, rank, and current photograph of the employee. In the event that an ID card is lost or stolen, a report will be submitted to the commanding officer stating the full particulars of the incident within 24 hours of such loss or theft.

2. Pens and Pencils

As issued by the department. If the officer elects to use his personal pen, the ink must be black or blue. Blue ink shall be used for signatures on original state warrants.

3. Cell phones

Cell phones may be worn with the uniform as long as the phone does not distract from the uniform. Cell phones will be placed on vibrate while on duty.

F. Court Appearance

1. All officers who are to appear in court for a matter that originated from their employment as a City of Helen Police Officer will be required to wear either of the following:
 - a. To the City of Helen Municipal Court
 - 1 Uniform of the day or,
 - 2 They shall wear items of clothing in accordance with accepted business standards. For men, this would be a business suit and tie or sports coat, shirt and tie, and slacks. For women, acceptable clothing would be a dress, skirt and/or slacks and blouse or a business suit.
 - b. To other Courts, i.e. Superior Court, State Court
 - 1 The full long sleeve duty uniform, including an issued tie and clean and polished shoes or boots or,
 - 2 They shall wear items of clothing in accordance with accepted business standards. For men, this would be a business suit and tie or sports coat, shirt and tie, and slacks. For women, acceptable clothing would be a dress, skirt and/or slacks and blouse or a business suit.

VII. UNIFORM REPLACEMENT/REQUEST

- G. It will be up to the individual officer to notify their supervisor requesting replacement of uniforms or other equipment to be replaced by the department. It is a policy to first establish the need before ordering or replacing uniforms.

- H. If replacement is needed for any uniform item beyond repair, officers should notify the Shift Supervisor.
- I. The officer is responsible for requesting what he/she needs and turning in items to be replaced to the Shift Supervisor. When the Shift Supervisor approves the request, it is forwarded to the captain or the assigned quarter master for ordering or replacement.
- J. The uniforms will be delivered to the police department. When employees pick up their uniform order, the employee shall check for proper fit. The employee will be responsible for any needed alterations after the employee accepts the uniforms from the vendor.
- K. Officers should be aware that damaged items that need replacement because of a job-related activity can be replaced as the need arises by having it approved by the Shift Supervisor. This will then be handled as promptly as possible.
- L. Officers are responsible for cleaning and maintaining all items issued to them by the department.

VII. PERSONAL GROOMING

- A. The first impression a citizen perceives is based on personal appearance. As a representative of the Helen Police Department, each person should strive for an image that he/she can be proud of and an image the public can respect. It will be each person's responsibility to maintain good personal hygiene habits, i.e. bathing, dental care, clean fingernails and hair care. It shall be the responsibility of all supervisors to ensure that employees under their command adhere to the following guidelines:
 - 1. Hair Care for Sworn and Non-Sworn Employees
 - a. All sworn male officers shall wear their hair at a length which will permit proper wearing of the uniform headgear, not extending over the ears, collar or covering the face. Hair must be clean, neat and combed. Hair shall be worn no longer than to the top of the shirt collar at the back of the neck but not to touch the collar when standing with the head in a normal position. Hair will not extend beyond the top portion of the ear. The bulk of hair shall not interfere with the normal wearing of all standard headgear.
 - b. Non-sworn male employees shall keep their hair clean, neat, and combed. Hair shall not extend below the middle of the ear and shall be worn no longer than to the top of the shirt collar at the back

of the neck but not to touch the collar when standing with the head in a normal position.

- c. Sideburns worn by all male employees shall be neatly trimmed and not to exceed a half inch in length.
- d. All sworn male officers may have beards that are neatly trimmed and not to exceed a half inch in length with a goatee not to exceed two inches in length.
- e. All female employees shall keep their hair clean, neat, and combed. Hair shall not be worn in any unnatural style or cut which would draw unusual attention to the employee.
- f. Female employees who wear department-issued uniforms must comply with department regulations concerning hair. If hair is cut short, it shall be worn no longer than to the bottom of the shirt collar when standing with the head in a normal position. If hair is long, it shall be pinned up in a manner that does not draw unnecessary attention to the officer. Hair shall not extend below the collar nor interfere with the wearing of the standard headgear. Unusual hair fasteners that draw attention to the officer shall not be used to hold hair.
- g. Hair tinting shall be permitted. However, the color used should not draw unnecessary attention to the employee.
- h. Employees shall be permitted to wear wigs or hairpieces if they conform to the above standards for natural hair.
- i. Employees who are working on a special assignment shall be exempt and will appear as the job requires.
- j. If non-sworn employees wear a department issued uniform for any reason, the employee will comply with all procedures for sworn employees in VIII A1 and 2.

B. Jewelry, Piercing for Sworn and Non-sworn Employees

- 1. All sworn employees are allowed to wear two rings on each hand (double ring wedding sets will be considered as one).
- 2. Necklaces which are visible will not be worn by sworn employees except for the single chain type medical alert necklaces.

- C. Sworn employees shall not wear bracelets, with exception of medical alert bracelets.
- D. Uniform female employees may wear post-type pierced earrings only and only one earring may be worn in each ear in the earlobe. No part of the earring may dangle. Earrings will not be worn by sworn male employees while on duty or off duty while acting in a law enforcement capacity unless it is necessary due to the position the male employee occupies. No other visible body piercings are permitted.
- E. Non-sworn employees may wear jewelry so long as it is suitable with the appropriate business attire and does not attract undue attention to the employee. Non-sworn male employees may not wear earrings. No visible body piercings are allowed.
- F. Personal Hygiene
 - 1. Employees shall bathe regularly and shall not appear for duty in an unclean condition. Personal hygiene shall be practiced by all employees so as not to present offensive odors or appearances.
 - 2. Employees will have clean fingernails that are groomed regularly. When wearing the department issued uniform, female employees will wear only clear polish if any nail polish is used.

VIII. TATTOOS, BRANDS, BODY MUTILATION, PERMANENT MAKEUP, ETC.

- A. Visible tattoos and brands are permitted for all employees if they are not distracting or offensive in nature.
- B. Employees are prohibited from visible mutilation of the body or body parts in any manner while on-duty.
- C. Employees with cosmetic enhancement using intradermal pigmentation, commonly called permanent makeup, must have the approval of the Chief of Police.

IX. PLAIN CLOTHES SWORN EMPLOYEES

- A. Equipment needed by these employees will be provided by the agency.
- B. Members assigned as a investigators or employees authorized to wear civilian clothing shall wear items of clothing in accordance with accepted business standards. Investigators may wear a polo type shirt with a badge or Helen Police logo embroidered on the left-hand side and the officer's

name and rank or title embroidered on the right-hand side. The pants worn will be casual dress slacks. Investigators will still be required to wear appropriate dress for court: for men, this would be a business suit and tie or sports coat, shirt and tie, and slacks. For women, acceptable clothing would be a dress, skirt and/or slacks and blouse or a business suit. Civilian clothing and dress code may be relaxed, depending on job assignment and task. Any relaxation of dress code for special operations or circumstances must be approved by the employee's immediate supervisor.

- C. Plain clothes sworn employees are required to maintain at least one complete uniform.
- D. Plain clothes officers and investigators shall carry their weapons in a holster that has a snap or Velcro-closure and will be worn on the body. The badge will also be displayed on the belt.

X. NON-SWORN EMPLOYEES (NOT ISSUED A UNIFORM BY DEPARTMENT)

- A. Non-sworn dress shall be neat and clean in appearance and employees shall wear conservative clothing that would normally be accepted as business attire.
- B. Clothing worn by non-sworn employees shall conform to the following guidelines:
 - 1. Employees shall avoid wearing recreation attire such as sweatsuits, wind suits, tee shirts, sweatshirts, sundresses, halters, tank tops, any attire that reveals the midriff, shorts (other than dress shorts above the knee length).
 - 2. Very short miniskirts, shorts, cut offs and spandex are not suitable for professional office wear. Dresses, shirts, and blouses with excessively revealing necklines should not be worn. The wearing of backless dresses should not be worn.
 - 3. Clothing should reflect a professional appearance. Shoes shall be dress type except when authorized by the employee's supervisor or for medical reasons.
 - 4. Male employees shall wear a departmental approved collared or non-collared embroidered logo shirt, dress shirt with or without a tie, sports coat, slacks or dress pants or business suit. Thin or medium, leather or rubber sole shoes with socks. Female employees shall wear a departmental approved collared or non-collared embroidered logo

shirt, dress, skirt and/or slacks and blouse or a business suit. Leather flats, dress sandals, or trouser shoes with socks or hosiery.

5. Special attire shall be allowed when job necessities require it or when approved by the employee's supervisor.

C. Definitions

1. Recreational wear

Defined as wind suits, sweat suits, tank tops, sundresses, halters, tee shirts and/or any type clothing designed for sporting or recreational use.

2. Sweatshirt

Shall be defined as a collar less pullover shirt usually designed for athletic wear.

3. Tee shirt:

Collar less pullover type shirt usually worn under outer clothing, often with slogans, designs or advertising displayed on the shirt.

D. Miniskirt

Dress or skirt with an inappropriate hem length above the knees.

XI. COMMUNICATIONS OFFICERS

- A. All communications employees will receive an original issue of two short sleeve embroidered polos upon appointment to probationary status.
- B. Communications employees will place orders at a time specified by the Chief of Police to replenish worn or unserviceable uniforms.
- C.