



<b>TYPE OF COMMUNICATION</b> General Orders	<b>DISSEMINATION</b> Department	<b>DESTINATION</b> Directives Manual	<b>NUMBER</b> 305.00	<b>PAGE OF</b> 1 7
<b>TOPIC:</b> Grooming and Dress Regulations	<b>EFFECTIVE DATE</b> 04/15/90	<b>SOURCE</b> DLB	<b>APPROVED BY</b> CMW	<b>NEW</b> ■ <b>AMENDS</b> <b>RESCINDS</b> 11/23/04

**305.01 PURPOSE**

It is the policy of this Department for all personnel to present a neat, conservative, professional business-like appearance before the public. Citizens have certain expectations regarding the appearance of professional police personnel, both civilian and sworn. All employees have an obligation to maintain the highest degree of personal hygiene, grooming and dress. These standards do not allow eccentric or faddish styles. Eccentricities in individual appearance detract from the professional image, uniformity and the overall mission of the Department. Because it is impossible to provide examples of every appropriate or unacceptable grooming and/or dress issue, employees and supervisors should make decisions concerning grooming and dress considering the following as guidelines for what is considered neat, conservative and professional business-like appearance. Employees who report for duty not presenting a neat, conservative and professional business-like appearance may be relieved of duty until such time as they comply with Departmental guidelines. Division commanders may grant exceptions to any portion of this policy for special assignments, such as but not limited to vice and undercover work. The final determination of acceptable limits of grooming and dress will be at the discretion of the Chief.

**305.02 HAIR STYLE / FEMALE EMPLOYEES**

While in uniform, women's hair will not be worn shoulder length unless the hair is pulled back to the rear of the head and secured at a single point so it will not obstruct the field of vision in any combative situations. Acceptable styles include a bun, braid, French braid or ponytail. Hair shall not show on the forehead under the front rim of the uniform hat. A maximum of two (2) small conservative barrettes, combs or clips may be used in the hair. Additional bobby pins or rubber/elastic bands conservative in nature may be used to hold the hair in place if necessary. No hairstyle, ornaments or retention devices described above will interfere with the proper wearing of the uniform hat, gas mask or helmet.

Employee's hair will be neat and clean at all times.

Other female employees shall keep their hair at a length so as not to interfere with their normal work duties.

Wigs and hairpieces are permissible in accordance with natural hair guidelines.

Hairstyle, coloring or frosting, if used, will reflect a conservative look.

**305.03 HAIR STYLE / MALE EMPLOYEES**

Hair on top of the head shall be neatly groomed so that it shall not fall over the eyebrows.

Hair on the sides and back of the head shall present a neat appearance and shall not touch the collar except for the closely cut hair at the back of the neck.

Any sideburns shall be neatly trimmed with the base clean-shaven in a horizontal line not extending below the center of the inner earlobes.

Men's hair shall not show on the forehead under the front rim of the uniform hat. The bulk or length shall not interfere with the proper wearing of the uniform hat, gas mask or helmet.

Employee's hair will be neat and clean at all times.

Hairstyle coloring or frosting, if used, will reflect a conservative look. Any ornaments are prohibited.

Wigs and hairpieces are permissible, but both the natural hair and the wig/hair piece must conform to the above regulations.

#### **305.04 FACIAL HAIR - MUSTACHES, BEARDS & GOATEES**

All sworn personnel must be clean-shaven when reporting for duty. Head and facial hair, such as eyebrows will be neatly trimmed.

Employees may wear a short and neatly trimmed mustache. Mustaches shall not exceed below the corners of the mouth and will not extend horizontally farther than one-half inch from the corners of the mouth.

Sworn employees with a medical condition that prevents them from being clean-shaven will be assigned duties with the least possible public exposure. Employees will be required to submit a physician's certification.

Civilian employees, with the permission of their division commander may have a beard or goatee. Beards or goatees must be neatly trimmed and shall not be longer than one (1) inch in length. Beards cannot extend down the neck beyond the top of the Adam's apple.

#### **305.05 JEWELRY, PIERCINGS**

Employees will wear only jewelry that reflects conservative taste, style, and color. Jewelry shall not, in any manner, interfere with the assigned duties of the employee.

All employees are prohibited from attaching, affixing or displaying objects, articles, jewelry or any other device or ornamentation to or through the ear, nose, tongue, or any other exposed body part, including any of these items that are visible through the clothing except as stated below.

Sworn female employees in enforcement positions are authorized to wear one small conservative spherical or similar pierced or clip-type earring. This is limited to one (1) per earlobe and it must fit tightly to the ear not extending below the lobe.

Civilian employees are permitted more latitude in wearing of earrings, however they are limited to two (2) piercing or clips per earlobe.

Earrings for all female employees must be conservative both in size and appearance and must not be obscene, advocate sexual, racial, ethnic or religious discrimination. This does not prohibit the wearing of small crosses or Star of David etc. Male employees are prohibited from wearing earrings.

Finger rings for all sworn employees are limited to one (1) per hand. In the case of a wedding set, this will be considered one ring.

Finger rings for civilian employees will be limited to no more than two (2) per hand. In the case of a wedding set, this will be considered one ring.

Medic alert bracelets and watches are allowed.

Sworn employees working in uniform will not wear jewelry, such as necklaces and chains, in an exposed manner. All other jewelry is prohibited. Sworn employees not in uniform will comply with the guidelines for civilian employees listed below.

Civilian employees or sworn employees not in uniform may wear necklaces, chains or bracelets which are conservative and do not interfere with the performance of their duties. Necklaces, chains and bracelets will be limited to a total of two (2).

#### **305.06 FINGERNAILS**

Fingernails shall be neatly trimmed and of a length not to interfere with the use of police equipment. Fingernail polish, if used, will not be vivid, bright, or unusual in color.

#### **305.07 FRAGRANCES**

Fragrances, such as perfume, after-shave, cologne, etc., will not be used in excess.

Employees will at all times be clean and well groomed and their bodies free of offensive odors.

#### **305.08 COSMETICS**

Use of cosmetics shall be kept to a minimum and will reflect a conservative and natural appearance.

#### **305.09 TATTOOS, BRANDS, BODY MUTILATION**

Visible tattoos and brands are prohibited for all employees. Individuals that are employed on or before December 1, 2004 who have tattoos and/or brands will be permitted to wear these in an exposed manner, so long as they can not be perceived or considered obscene, advocate sexual, racial, ethnic or religious discrimination, and do not detract from the appropriate conservative, professional image of the Department. Members with existing tattoos and/or brands are prohibited from

obtaining additional tattoos and/or brands that are visible. Additionally, existing tattoos may disqualify current members from specialized assignments where a specialized uniform, such as shorts, would expose existing tattoos.

Members who currently have tattoos and/or brands that are determined by the Chief of Police to be obscene, advocate sexual, racial, ethnic or religious discrimination, or detract from the appropriate conservative, professional image of the Department will be required to have them removed at their own expense or keep them covered through the use of clothing.

Applicants for sworn and civilian positions will be considered for employment if they have visible tattoos and/or brands that can be completely covered by clothing. This consideration will be done on a case-by-case basis based on if the tattoo and/or brand is not obscene, advocate sexual, racial, ethnic or religious discrimination, and does not detract from the appropriate conservative, professional image of the Department. The Chief of Police will make the final determination. Any applicants with exposed tattoos and/or brands, which cannot be covered, will not be considered for employment.

Members are cautioned that tattoos and/or brands anywhere on the body that could be considered obscene, advocate sexual, racial, ethnic or religious discrimination, and that may be exposed while off-duty, may reflect unfavorably on the employee as a member of this Department and therefore on the Department itself.

Employees are prohibited from mutilation of the body or any body parts in any manner.

### **305.10 POLICE UNIFORM**

The Gwinnett County Police uniform identifies the wearer as a police professional and helps establish a command presence. The uniform should be worn with pride and in a manner that lends itself to consistency from one officer to the next. The uniform is not designed as nor intended to be a vehicle for individual expression. Rather it is intended to provide the officer with clothing and equipment required to meet law enforcement objectives while expressing a conservative appearance for the department. These regulations are established to ensure uniformity and consistency in appearance among those wearing the uniform of the department.

Officers may elect to wear either the long or short sleeve shirt. For special occasions, such as funerals, the Uniform Division commander will designate a uniform of the day, which specifies either the short sleeve shirt or long sleeve shirt with the tie. The uniform is required to be worn during work, travel to and from work, and while operating a marked vehicle, and is approved for wear only at these times or while engaged in other official police business or functions approved by the Chief of Police.

It is the policy of the Department that all employees present a professional image during court proceedings or while representing the Department in an official capacity. Officers testifying in court or representing the Department in an official capacity will wear the regular police uniform. Officers assigned to a specialized unit where the utility uniform is normally worn may wear that uniform to court so long as they are testifying during their normal tour of duty and the court proceeding is expected to be of short duration. However, if the court appearance is scheduled during off-duty time, or will involve remaining in court for an extended period of time, such as a jury trial, the regular uniform will be worn.

The Class "A" uniform will be worn when designated by the Uniform Division Commander and requires the wearing of the issued campaign hat, long sleeve shirt, tie and the awards ribbons.

Separate pieces or parts of the uniform will not be worn except as part of the whole uniform.

All parts of the uniform will be clean, neat and serviceable, and all metal and leather gear will be shined.

No one other than a person holding that rank shall wear the rank insignia.

Badges and all brass for the rank of corporal and above will be gold. Officers may wear the optional large badge manufactured by Blackinton, Style B-879 (Two Tone Finish, Hi-Glo Background and Rho-Glo plates.)

The department will issue required items to officers at no cost. Officers desiring optional approved items must purchase them.

Sworn employees in non-enforcement administrative positions may elect to wear civilian clothing with the approval of the division commander. Clothing will conform to the specifications identified in Section 305.19 of this policy. During their normal work hours, staff personnel assigned to administrative positions may elect to wear their pistol in a pancake type holster issued or approved by the Department rather than the full equipment belt.

### **305.11 POLICE HEADGEAR**

The wearing of the issued uniform hat is optional. The hat will be required at funerals or other formal occasions as part of the Class "A" uniform designated by the Uniform Division Commander.

The issued hat should be assembled with the hat braid encircling the hat twice with both ends meeting at the front of the hat, one-quarter inch short of the brim of the hat. The tip ends (acorns) of the braid will be worn with the largest end toward the body of the hat. The buckle of the head strap will be worn behind the right ear. The end of the head strap should be folded under and back into the loop.

Optional hats may be authorized for cold weather. They include a navy blue "trooper" style fur hat or a navy blue watch cap with either plain front or embroidered Gwinnett County Police. Ball caps will not be worn with the police uniform unless approved by the Uniform Division commander for certain specialized assignments. Ball caps may be worn with the utility uniform.

Members who are wearing jumpsuits or BDUs as the approved uniform of the day may wear a uniform ball cap. Ball caps will be dark blue and embroidered with the words "Gwinnett Police".

A helmet is provided and may be worn when, based on the nature of the activity, there is an indication of a potential threat to the safety of the officer or when weather conditions warrant. Officers will have the helmet readily available for use should the need arise.

### **305.12 POLICE FOOTWEAR**

Uniform shoes must be black in color with no more than one seam. Lace style sneakers or boots may be worn provided they are black leather with no more than one seam across the toe and any visible logo is conservative. In all instances, uniform shoes must be clean, polished, and have adequate soles for the safety of the officer.

A rubber overshoe of black or clear protective material may be worn during inclement weather.

### **305.13 UNIFORM SHIRTS**

The Gwinnett County Police patch will be worn on each sleeve of all uniform shirts.

The rank insignias for sergeants and corporals will be chevrons centered on the sleeve one (1) inch below the shoulder patch. Rank insignias will be centered one inch from the point of the collar. The sergeant and corporal assigned to the motorcycle unit will wear one rank insignia on the right sleeve and a winged wheel patch on the left sleeve on the long-sleeve shirt.

Rank insignias for lieutenants and higher ranks will be worn on shoulder boards.

Nameplates will be worn on the right side as follows: The nameplate will be attached to the right breast pocket with the top edge even with the top of the pocket and centered on the pocket flap. Those with the rank of corporal and above will wear gold nameplates and those below the rank of corporal will wear silver nameplates. In all instances, the nameplate will include initials for the given name(s) followed by the full last name, all in black lettering.

Members of the department who are actively assigned to S.W.A.T., E.O.D., Honor Guard, Aviation and Traffic, or who successfully completed the Field Training Officer course will wear these insignias centered and immediately above the name plate. If citation bars are worn, these insignias will be worn centered and immediately above the citation bars. If a member is assigned to more than one specialty unit or operation, only one such insignia will be worn. Members of the department who have satisfactorily served in these units for at least one year may, with the authorization of the current unit commander, continue to wear the insignia after leaving the unit.

One other pin may be worn on the right breast pocket flap. This pin should be worn three-quarters inch from the bottom and three-quarters inch from the outside edge. Approved pins include: county-issued service pins, FOP/PBA pins, and other law enforcement organization pins. The Uniform Division Commander must approve all other pins prior to being worn.

Decorations awarded by this police department in the form of citation bars (see 302.00) will be worn centered above the name plate with the bottom of the bar resting on top of the name plate. The addition of citation bars to a row will result in the entire row being centered above the nameplate.

A whistle may be worn as part of the uniform. The clasp of the whistle should be secured under the button on the epaulet of the right shoulder and the whistle itself carried in the right breast pocket. The clasp and chain of the whistle will be gold for those holding the rank of corporal or above and silver for ranks below.

Service stripes will be worn on the left sleeve of the winter shirt only. The stripes should be centered on the sleeve approximately one inch above the top cuff seam. Each stripe signifies three years' service.

When wearing a long sleeve shirt in court, the officer must wear either a tie or an authorized navy blue turtleneck shirt. At other times the long sleeve shirt may be worn with the issued tie, the authorized turtleneck, or with an open collar with a dark blue T-shirt. When wearing a tie, the issued tie bar will be worn parallel to the pocket flaps of the uniform shirt. Ties will not be worn with the summer uniform

### **305.14 OUTER WEAR**

The Gwinnett County Police patch is to be worn on each sleeve of all outerwear.

The navy blue flight jacket is issued by the department for cold weather and may be worn with the summer or winter uniform. Sewn on badges will be worn on flight jackets positioned on the left side four (4) and one-half (1/2) inches from the top

shoulder seam to the top edge of the patch and three (3) and one-half (1/2) inches from the zipper seam to the closest patch edge.

Rank insignias for sergeants and corporals will be sewn-on chevrons worn on both sleeves of the jacket. The chevrons should be centered on the sleeve one (1) inch from the bottom of the shoulder patch.

Rank insignias for lieutenants and above will be centered on the shoulder seam with one inch between the sleeve seam and the closest insignia patch edge.

An optional navy blue "unisex windbreaker" jacket may be worn with either the summer or winter uniform. Gwinnett County Police patches, badge patches, nametags and rank insignias are required and are to be positioned the same as for the flight jacket.

An optional sweater is authorized for cold weather and may be worn only with the winter uniform. The approved sweater is a navy blue "woolly pully" style with a "V" neck and epaulets. The sweater will be worn tucked in. Gwinnett County Police patches, badge patches, and rank insignias are required. The badge will be positioned on the left side with the tip of the patch even with the top of the "V" of the collar and four (4) inches from the center of the "V" to the closest patch edge. The nametag will be centered on the right side one (1) inch below the center of the "V". Rank insignias will be centered on the epaulet with one edge of the insignia patch touching the epaulet seam.

An optional departmental approved leather jacket may be worn with summer or winter uniform. The police patch will be worn on each sleeve of the jacket.

Rank insignias for sergeants and corporals will be sewn-on chevrons worn on both sleeves of the jacket. The chevrons should be centered on the sleeve one (1) inch from the bottom of the patch.

Rank insignias for lieutenants and above will be centered on the shoulder seam with one inch between the sleeve seam and the closest insignia patch edge.

Nameplates will be worn on the right breast and will meet the standards established in Section 305.13 of this policy.

The badge will be worn on the left breast of the jacket.

### **305.15 HOLSTER, HANDCUFFS, BELT KEEPERS, PORTABLE RADIOS, & EQUIPMENT**

The department furnishes either leather or nylon duty belts. Equipment for the duty belts include a belt, gun belt, buckle, belt keepers, PR-24 ring, holster, handcuff case, magazine case, OC gas case, radio case, disposable glove pouch, Taser and ASP baton case. Additional equipment is optional and, if authorized, will be of black leather basket-weave design or approved nylon gear. The belt, gun belt, buckle, holster, handcuff case, PR-24 ring or ASP baton case, and magazine case are minimum required equipment whenever the uniform is worn. The leather or nylon duty belt will be worn with either all leather gear or all nylon gear. Leather gear and nylon gear will not be mixed.

Only personnel approved to carry weapons will wear holsters/gun belts. Approval of any primary use holster, other than the departmental issued holster, will be by the Director of Training or their designee. No primary duty holster will be considered for approval unless it meets the following criteria:

1. Any holster designed for plainclothes use must be equipped with a thumb snap. The thumb snap must be snapped at all times unless the weapon is being drawn from the holster.
2. The holster must be of a design that would allow one-handed re-holstering of the gun. This precludes most "inside the waistband" style holsters.
3. All duty holsters (except shoulder holsters) must be worn on the strong side of the body.

The uniform primary duty holster will be worn on the strong side with the setscrews tightened sufficiently to hold the holster immobile on the holster belt. The exact placement of the holster, the magazine case, the OC gas case, the ASP baton case, and the PR-24 ring is determined by individual needs for efficient drawing of the service weapon, OC gas canister, and PR-24. Only departmentally issued or approved holsters will be worn.

The handcuff case will be worn in a position that is comfortable to the officer and provides the most effective access.

Belt keepers will be worn in evenly spaced positions around the gun belt to secure the weight of the belt and equipment. Keepers will be black with either a double snap type or Velcro.

Magazine cases will be worn in a manner in which the officer has proven proficient in reloading on the range. No additional magazine cases will be worn.

Portable radios shall be worn opposite the firearms and will be carried in departmentally issued holders, unless otherwise authorized by the Uniform Division commander.

Optional authorized equipment, to be purchased by the wearer, includes a second handcuff case, any National Institute of Justice Standard – 0307.01 approved metal handcuff, a flashlight loop, a miniature flashlight case, and a micro cassette recorder case. A digital pager worn on the uniform may be worn only on the gun belt and in a position that does not interfere with the use of defensive weapons. The pager will be turned off or be in a silent mode in courtrooms and in situations in which the audible distraction of a pager would jeopardize the officer or others.

The Uniform Division commander must authorize other equipment.

### **305.16 RAIN GEAR**

Only department issued rain gear is approved for wear. Rain gear will be stored in such a manner that it is accessible to the officer for use and is not subject to abuse or damage.

A clear rain hat cover during any rain, regardless of how slight, will cover the uniform hat.

### **305.17 UTILITY UNIFORMS**

Jumpsuits and BDU's are utility uniforms worn by certain members as a uniform of the day with approval of the Uniform Division commander.

Gwinnett County Police patches, badge patches, nametags and rank insignias will be worn on jumpsuits and BDU's. Rank insignias will be worn as described for uniform shirts. The badge will be positioned on the left side by removing any existing badge tabs and centering the badge over the area to cover thread or seam holes. Nametags will be worn on the right side, centered over the right pocket with the bottom edge of the patch touching the top of the pocket seam. Utility uniforms may also be worn when taking a marked vehicle to and from maintenance shop and to departmental-sponsored training. The Uniform Division Commander may also approve utility uniforms for use during off-duty employment.

### **305.18 MISCELLANEOUS**

All visible uniform socks will be black.

Officers should refrain from placing bulky items in the pockets of their uniforms. Up to two pens may be visible from one shirt pocket.

If a T-shirt is worn with the police uniform and is visible, it shall be dark blue in color.

No items of any nature, other than those listed within these regulations, shall be suspended from or attached to any part of the uniform.

### **305.19 CIVILIAN DRESS**

There are civilian employees assigned to each division. Due to the fact that job duties, responsibilities and contact with the public varies according to division assignment, clothing guidelines will also vary. Civilian employees will conform to the dress requirements established in each Division Operations Manual. In the event specific division policies do not exist the following guidelines will be used.

Civilian employees who are issued a police dress uniform, such as Communications personnel, must conform to the dress regulations for sworn positions when the uniform is worn.

Civilian employees who are not issued departmental clothing shall dress in a manner that will reflect a conservative and businesslike appearance compatible with the law enforcement image and consistent with the overall policy outlined in Section 305.01.

Dresses and Skirts: Dresses and skirts should be no shorter than two (2) inches above the knee. Slits in dresses and skirts should not exceed two (2) inches. Shorts, skorts, tennis skirts, mini-skirts, low cut and "spaghetti strap" dresses are prohibited.

Undergarments: Female employees should wear appropriate undergarments at all times. These items include camisoles, brassieres, and slips. Stockings should be conservative and business-like in appearance.

Slacks: Slacks are acceptable so long as they are clean and wrinkle-free. Jeans may be worn on "Casual Friday" provided they are conservative in appearance clean and wrinkle-free. Jeans if worn should be free of any tears, rips or holes and the material should not be excessively worn. Items such as sweatpants, wind suits, shorts, bib overalls, Capri's, leggings, spandex or other form fitting pants will not be permitted.

Shirts: Casual shirts, golf shirts, sweaters and turtlenecks are acceptable so long as they are conservative in appearance. Tank tops, sweatshirts, shirts with large lettering, logos or slogans, halter-tops, tops with bare shoulders, low necklines and midriff tops will not be permitted. Ties, when worn, should be conservative and business-like in appearance.

Footwear: Loafers, boots, flats, clogs and closed toe shoes are acceptable so long as they are conservative in appearance. Athletic shoes and sneakers are permitted on "Casual Friday." Flip-flops, slippers, and sandals without a back strap are not permitted.

### **305.20 EXCEPTIONS FOR SPECIALIZED ASSIGNMENTS**

Certain employees of the Department may be required to wear uniforms or issued civilian-type attire at the direction of the affected division commander. All items of this nature will be issued by the department and worn according to instructions from the division commander.

As with police uniforms, all parts of any issued clothing will be neat and clean at all times and pieces or parts of any issued clothing will not be worn except as part of the whole uniform or outfit.

S.W.A.T. and E.O.D. personnel are required by the nature of their functions to wear other than the uniform of the day during these functions. Their uniform typically consists of BDU's or jumpsuits. The uniforms worn by these units during their activities will provide the appropriate identifying markings and will be approved through the S.W.A.T. Team commander. S.W.A.T. and E.O.D. personnel are exempt from wearing the uniform of the day when responding in a marked vehicle to emergency call-outs.

Motorcycle officers will dress in the uniform of the day and will be furnished a helmet, boots, and leather jacket. Additional protective clothing or equipment, particularly as required by cold weather, may be worn with approval of the Uniform Division commander.