



Shelburne Police Department

SUBJECT:

Appearance / Uniform / Inspections

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POLICY:

It is the policy of the Shelburne Police Department that its personnel shall present a professional and uniform appearance, be well groomed and properly equipped. This policy shall establish guidelines relative to inspections, appearance, hygiene, wearing department issued uniforms, and appropriate attire.

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I. INSPECTIONS

A. Personnel Inspections - are to be conducted periodically. This is an informal check by a supervisor or officer in charge to ensure that officers/employees reporting for duty are appropriately groomed, equipped, and attired. Any deficiencies should be addressed immediately with the employee and corrective action taken as soon as practical.

1. A written report shall be made via the Chain of Command only if the employee refuses or is unable to correct the deficiency, or if it is one of a serious or ongoing nature.

B. Equipment and Vehicle Inspections – It shall be the responsibility of each officer reporting for duty to ensure that all equipment within his/her control is in proper working order. Each officer shall ensure that the cruiser is clean at the beginning and end of each shift and that all on board equipment is present and functioning. Any problems with equipment shall immediately be brought to a supervisor's attention.

1. A supervisor may request to inspect an officer's vehicle or equipment at any time.
2. At least quarterly, the (person assigned to cruiser maintenance) shall ensure that a thorough inspection of each patrol cruiser is conducted and documented to ensure that required equipment is present and properly functioning. (See Appendix A)

C. Facilities Inspections – It shall be the responsibility of each employee to ensure that the building is secure, sanitized, and fully operational, both on the interior and exterior of the building. Any deficiencies shall be rectified immediately, if possible, or brought immediately to a supervisor's attention for follow-up.

II. PERSONAL APPEARANCE

A. Policing is a para-military profession and appearance plays a significant role in how the police are perceived by the public. The following guidelines are designed to ensure a professional image through uniformity and attention to detail in grooming and hygiene.

B. Members shall appear neat and well-groomed while on duty to include, but not limited to regular duty, court appearances, in-service training, and department functions.

C. Hair:

1. Hair must be clean, neat, and combed. Hair may not be unkempt, ragged, or present any type of safety hazard.
2. Hair may not be an unnatural color.
3. Hairstyles shall be worn in a conservative manner that does not affect peripheral or regular vision or interfere with any issued gear or equipment.
4. Short hairstyles shall not extend more than an inch below the ear lobe on the sides of the head and shall not extend below the bottom seam of the collar at the back of the shirt.
5. Long hair shall be tied or pinned up off the back of the neck and away from the collar of the uniform.
6. Decorative or extravagant hair pins, clips, combs, or other adornments shall not be worn.

D. Facial Hair

1. If a mustache is worn, it will be kept neatly trimmed, except with the expressed permission of the Chief of Police.
2. Sideburns shall be neatly trimmed and shall be no more than one inch wide and at the lowest point and shall not extend below the lowest part of the ear lobe.
3. If a moustache, beard or goatee is worn it shall be neatly trimmed at all times in order to not present a ragged appearance. If a beard or goatee is worn, the bulk of the beard

(distance that the mass of facial hair protrudes from the skin of the face) shall not exceed one-half an inch or present a safety hazard. Beards shall have a distinct trim line no lower than the Adam's apple thereby creating a separation from the collar area.

4. Officers must be clean shaven other than the above-mentioned exceptions. This policy shall not be construed as an excuse to go unshaven. Officer intending to grow a beard, goatee, or mustache shall inform their supervisor of this.
- E. Cosmetics / Makeup – shall only be worn in colors and styles that appear natural. Exaggerated makeup or unnatural colors will not be allowed.
- F. Fingernails – shall be kept groomed and clean and may not interfere with the member's duties.
- G. Earrings / Jewelry / Piercings – the only visible piercings allowed on duty are pierced earlobes. No other piercings shall be allowed during duty hours.
 1. Officers may only wear ear studs or small hoops so long as they are in good taste and do not distract from a professional appearance or pose a safety hazard.
 2. Non-sworn employees may wear earrings so long as they are not offensive, obscene or otherwise distract from a professional appearance.
- H. Tattoos / brands / body art – Employees may not appear on duty with any visible tattoo, branding, body art, or other adornment visible above the shoulders. Visible body art cannot be obscene, offensive, sexist, racist, sexual in nature, or be a distraction from professional appearance.
 1. Employees having visible body art below the bicep area of the arm that is considered inappropriate shall be required to wear long sleeve shirts, a flesh-colored sleeve, or have the tattoo removed.
 2. Final determination of inappropriate or unprofessional body art lies with the Chief of Police.
- I. At all times employees shall maintain a high level of personal hygiene appropriate for a business environment.

III.WEARING THE UNIFORM

- A. The following general guidelines apply to sworn employees when wearing the Shelburne Police uniform:
 1. Only equipment, clothing, and accessories approved by the Chief of Police shall be carried or worn on duty. All such equipment, clothing, and accessories shall be neat, clean, functional, and worn in the manner prescribed.
 2. Uniform shirts will be kept completely buttoned with the exception of the top neck button, which is left open when a tie is not worn.
 3. The Police Chief, or his designee, will issue a memo seasonally indicating when long or short sleeve uniforms are to be worn.

4. Wearing of various department-issued sweaters, jackets or coats shall be at the individual officer's discretion, within reason.
5. The wearing of the uniform hat is encouraged because it quickly identifies a police officer, symbolizes authority, and is traditionally part of the uniform. While it is preferred that the hat be used on regular duty and special events, the wearing of the uniform hat ("Stetson") is generally left to the officer's discretion unless directed by a ranking officer. The hat must be worn in a "straight away" fashion.
6. Footwear shall be solid black in color, clean, and well maintained. Socks exposed to view shall be black or dark blue in color.
7. No part of the police uniform (to include ball caps) shall be worn off duty when the officer is patronizing an establishment which serves alcoholic beverages.
8. Officers assigned to details requiring them to be in the roadway will wear the issued traffic vest or highly visible and reflective jacket while they are exposed to moving traffic.
9. No department equipment, clothing, or accessories shall be loaned other than to another officer except with the permission of a supervisor.
10. Officers in uniform shall at all times wear some insignia or name indicating department identification as provided for by the department.

B. Appropriate Attire

1. Non-uniform, sworn personnel shall dress to present a neat, professional image. Outerwear, shoes, belts, and other accessories shall be clean, polished (if appropriate) and properly worn. The unit supervisor shall determine appropriate attire beyond the above stated guidelines.
2. All other employees shall dress in a manner appropriate for their assignment and daily duties. Clothing and accessories shall be clean, neat, and properly worn. Worn or soiled jeans, tank tops, or other garments deemed inappropriate by the unit supervisor are prohibited during work hours.

Appendix A – Cruiser Inspection Checklist

Cruiser Number: EQ 2 EQ 3 EQ 7 EQ 8 EQ 9 EQ 10

Date of Inspection: _____

Mileage: _____

Officer Name: _____

☐ **Quarterly Inspection (To be completed by a Supervisor)**

Exterior: Is the exterior of the vehicle free of damage?

- ☐ New Damage, if so explain: _____
- ☐ Standard lights working (headlamps, brake lamps, parking lights, etc.)
 - List any lights not working: _____
- ☐ Emergency Lights working
 - List any lights not working: _____
- ☐ Tires in good working condition
 - List any issues with the tires: _____

Rear Compartment (Trunk): The following is a list of equipment that is in the trunk area. If the equipment is accounted for please check off.

- ☐ AED in good working condition, batteries are charged, pads present.
- ☐ Forms Folder check to make sure all forms are present, if not replace what is needed.
- ☐ Road Flares (5 flares)
- ☐ Fire Extinguisher charged and within date of inspection.
- ☐ 2 traffic cones
- ☐ Camera charged and SD card in place.
- ☐ Evidence collection bags
- ☐ Rubber gloves
- ☐ Stop Sticks, check for damage
- ☐ First Aid Kit stocked with appropriate supplies
- ☐ Police Line Tape
- ☐ 100-foot tape measure
- ☐ Binoculars
- ☐ Thermal Blankets
- ☐ Rear Compartment is clean and free of debris and garbage.

Passenger Compartment including the prisoner area of the vehicle. The following is a list of equipment that is in the passenger compartment. If the equipment is accounted for please check off.

- ☐ PBT and breath tubes
- ☐ Radar Tuning Forks
- ☐ Gas Card
- ☐ Flashlight present and working
- ☐ Axon Cameras (Front and Rear are in place and working)
- ☐ VCVC Envelopes
- ☐ Cruiser Carried Weapons are functional and cruiser ready.
- ☐ Police Radio is working
- ☐ Passenger Compartment / Prisoner area is clean and free of debris and garbage.
- ☐ Rear seatbelts are in good working order.
- ☐ Belly Belt
- ☐ Other equipment _____

Cruiser Specific Equipment. Certain cruisers have additional equipment, this equipment is listed here with which cruiser it belongs in:

- ☐ Ballistic Shields if equipped with lights, are the lights working. (EQ 7 and EQ 8).
- ☐ Sledgehammer (EQ 8)
- ☐ Ram (EQ 8)
- ☐ Incident Command Board (EQ 8)
- ☐ Less Lethal Shot Gun: rounds are not damaged, cruiser ready (EQ 8)

Once the form is completed, list if necessary, what discrepancies you located and/or fixed to bring the cruiser up to standard. If you are taking supplies from the Department to fix issues and the supply is running low inside, please note this on this form. Example: You replace Notice of Trespass forms in the cruiser due to them being low, when you get more forms from the stock room, we are down to 20 forms.
