

<p style="text-align: center;"><b>East Haven Police Department</b></p> 	<b>Type of Directive:</b> <b>Policies &amp; Procedures</b>		<b>No. 105.7</b>
	<b>Subject/Title:</b> <b>Uniforms, Equipment, and Personal Appearance</b>		<b>Issue Date:</b> April 24, 2018
			<b>Effective Date:</b> June 11, 2018
	<b>Issuing Authority:</b> <b>Honorable Board of Police Commissioners</b>		<b>Review Date:</b> <b>Annually</b>
<b>References/Attachments:</b> <b>Policies and Procedures #: 210</b>			<b>Rescinds:</b> <b>105.6</b>
			<b>Amends:</b> <b>N/A</b>

**I. PURPOSE**

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) regarding the wearing of the uniform, prescribed equipment, and personal appearance.

**II. POLICY**

- A. It is the policy of the East Haven Police Department that all employees shall adhere to the uniform, appearance, and equipment standards set forth in the procedures stated within.

**III. GENERAL GUIDELINES AND CONSIDERATIONS**

- A. Upon employment, employees of the Department are issued identification cards, which contains the Department’s name, the employee’s photograph, name, rank and badge number, if applicable. All sworn employees of the Department are also issued police badges.
- B. It is expected that employees of the Department will have their Department-issued identification cards readily available while on duty.
- C. Identification cards, including police badges and all Department-issued gear, are to be returned to the Department upon suspension or termination. Lost or stolen identification cards and/or police badges shall be reportedly immediately to an on-duty supervisor, and an incident report and/or memo shall be completed by the employee reporting the loss or theft.

## **IV. PROCEDURES**

### **A. Uniforms**

1. All uniformed on-duty personnel shall wear the uniform of the day as prescribed by the Chief of Police with the approval of the Board of Police Commissioners.
2. While on duty, the complete uniform will be worn to include the badge and nameplate. No unauthorized clothing or equipment shall be worn, nor shall uniforms be altered in any way except for size.
3. All on-duty personnel shall have readily available their Department-issued identification cards.
  - a. Personnel, when feasible, shall present his/her Department-issued identification card when requested by a member of the public except when the withholding of such information is necessary for the performance of his/her police duties.
4. Uniforms shall be clean and pressed and tailored to ensure a proper fit. Personnel are responsible for care and proper maintenance of uniforms.
5. Personnel assigned to plain clothes units shall dress conservatively in a business-like manner.
6. All personnel shall wear uniforms when working on Department-authorized and privately paid police jobs off-duty, e.g., road jobs.
7. Unless otherwise directed, uniformed personnel shall wear uniforms when testifying in Court and when appearing in official capacity before the Board of Police Commissioners.
8. All personnel shall wear uniforms whenever directed to do so by the Chief of Police or his/her designee.
9. All personnel wishing to wear their uniforms outside the scope of this directive must obtain authorization from the Chief of Police.

### **B. Classes of Uniforms**

1. Class A Uniform is the dress or ceremonial uniform consisting of:
  - a. For patrol officers
    - 1) Blouse Coat: Single breasted navy blue blouse coat. The officer's patch collar pins will be worn. The officer's uniform badge, silver-color nameplate, and any award ribbons earned by the officer will be worn immediately above the officer's badge.
    - 2) Uniform Shirt: A navy blue long-sleeved uniform shirt will be worn with a black uniform tie with a silver-colored Department-approved tie clasp.

- 3) Uniform Pants: The pants will be navy blue in color. The uniform pants will have a copen (medium blue) nylon braid strip that runs the full length of both pant legs.
  - 4) Top Round Pin-Down Uniform Hat: Only the top round pin-down uniform hat comprised of solid blue navy material may be worn as part of the Class A uniform.
  - 5) Uniform Footwear: Black, low quarter, polished leather or patent leather uniform shoes, or polished black or patent leather paratrooper boots may be worn.
  - 6) Department approved duty belt.
  - 7) Other Optional Wear. Depending upon the circumstances, the Special Order may specify other optional wear to be worn as part of the Class A Uniform.
    - a) White uniform gloves.
    - b) Uniform coat, jacket, or raincoat, dependent on weather conditions.
    - c) Mourning ribbon to be worn over the uniform badge.
- b. The Class A uniform for detectives, superior officers and command staff shall be the same as that for patrol, with the substitution of gold-colored insignia, name plate and badge. Command staff at the rank of Lieutenant or above will wear a white shirt.
  - c. When wearing award pins with the Class A Uniform, they shall be displayed in a holder above the badge. The top pin shall be the American flag followed by the display order as outlined in Policies and Procedures # 210 – Recognition.
2. The Class B Uniform is the regular on-duty uniform.
    - a. Summer Class B Uniforms
      - 1) Navy blue short-sleeved shirt with silver name plate, badge, American flag pin, and collar pins. Navy blue pants or navy blue covert/hidden cargo pants with blue piping.
      - 2) When wearing the summer shirt, the top button only will be unfastened.
      - 3) Command staff at the rank of Lieutenant or above may wear a white shirt.
      - 4) The uniform hat will be a top round pin-down style.
    - b. Winter Class B Uniform
      - 1) Navy blue long-sleeved shirt with black tie, silver name plate, badge, American flag pin, and collar pins. Navy blue pants or navy blue covert/hidden cargo pants with blue piping.

- 2) Officers may wear a black or navy blue shirt or turtle neck rather than the black tie.
  - 3) Command staff at the rank of Lieutenant or above may wear a white shirt.
  - 4) The uniform hat will be a top round pin-down style.
  - 5) During cold or extreme weather conditions, a black colored wool winter hat may be worn instead. It must be embroidered to the Department's specifications.
3. When wearing award pins with both the summer and winter uniforms, they shall be displayed in a holder above the badge. The top pin shall be the American flag followed by the display order as outlined in Policies and Procedures # 210 – Recognition.
4. Class C Uniform
- a. Navy blue BDU style pants (no piping) or navy blue covert/hidden cargo pants with blue piping, navy blue short-sleeved shirt either button down or polo style, for the summer uniform and long-sleeved shirts for the winter. The badge and last name with rank shall be an embroidered patch on all shirts. The badge above the left pocket indicating rank and name and rank above the right pocket.
  - b. For sergeants and above, the insignia of rank are to be embroidered on both left and right sides of the shirt collars.
  - c. For the ranks of detective and above, the embroidery shall be gold in color.
  - d. For patrol officers the embroidery shall be silver in color.
  - e. The embroidery rank abbreviation designation above the right pocket shall use the following format.
    - 1) Chief “Last Name”
    - 2) Dep. Chief “Last Name”
    - 3) Insp. “Last Name”
    - 4) Capt. “Last Name”
    - 5) Lt. “Last Name”
    - 6) Sgt. “Last Name”
    - 7) Det. “Last Name”
    - 8) Ofc. “Last Name”

- f. If the polo style summer or polo style winter shirt is worn, the word “Police” must be visible across the back of the shirt. The badge should be an embroidered patch on the left chest and the name and rank on the right chest.
    - 1) Command staff at the rank of Lieutenant or above may wear a white or navy blue shirt.
    - 2) For sergeants and above, the insignia of rank are to be embroidered on both left and right sides of shirt collars.
  - g. The uniform hat will be a Department-approved black baseball style hat embroidered to Department specifications.
  - h. During cold or extreme weather conditions, a black colored wool winter hat may be worn instead. It must be embroidered to Department specifications.
5. Class D Uniform
- a. Officers may wear the following uniforms when working road jobs, other private jobs, or on assignments as deemed by the Chief of Police.
    - 1) Class B or Class C pants. During the summer, the Occupational Safety and Health Administration (OSHA) approved short-sleeved high-visibility shirt may be worn and the OSHA approved long-sleeved high-visibility in the winter.
      - a) The shirt shall be embroidered to the same specifications as the Class C uniform.
    - 2) If an officer wears a Class B or Class C uniform, a high-visibility traffic vest shall be worn.
    - 3) The high-visibility jacket may also be worn when applicable.
    - 4) The officer may wear coveralls during the winter months and appropriate winter attire.
    - 5) The officer may wear the approved uniform shorts on road jobs or other assignments as deemed appropriate by the Chief of Police.
    - 6) The uniform hat will be a Department-approved baseball style hat embroidered to Department specifications.
    - 7) During cold or extreme weather conditions, a black colored wool winter hat may be worn instead. It must be embroidered to Department specifications.
6. Motorcycle Uniform
- a. Officers assigned to motorcycle duty shall wear the following:
    - 1) Motorcycle protective helmet, leather jacket, leather riding boots, motorcycle pants and blue uniform shirt.

C. Uniforms worn by sworn officers working special assignments

1. School Resource Officers (SRO); DARE Officers; K-9 Officers
  - a. Officers assigned to these duties may wear the Class B or Class C uniform.
2. Bicycle Officers
  - a. Officers assigned to bicycle duties shall wear the Department-issued bicycle pants and jacket when the weather is cold or inclement.
  - b. During the warmer months of the year, the officers shall wear the Department-issued bicycle shirt with dark blue Department-issued bicycle shorts. The bicycle shirt shall be embroidered to the same standards as the Class C Uniform.
  - c. The high-visibility jacket or the bicycle jacket may be worn when applicable.
  - d. When operating the bicycle, the bicycle helmet shall be worn.
  - e. The bicycle uniform shall only be worn when assigned to bicycle duty.
3. Traffic Duty
  - a. Officers shall wear the Department-prescribed OSHA approved high-visibility traffic vest, traffic shirt or traffic jacket when performing traffic duty assignments.

#### D. Plainclothes Personnel

1. Plainclothes personnel shall dress in a businesslike manner, unless permitted otherwise by this directive.
  - a. Businesslike manner for men shall consist of a collared dress shirt, dress pants, and tie. Sport jackets are optional.
  - b. Businesslike manner for women shall consist of skirts, dresses, pant suits or slacks with a dress shirt, blouse or sweater.
    - 1) Sworn personnel are not permitted to wear skirts or dresses.
  - c. When testifying in court, plainclothes personnel shall wear a suit.
  - d. Personnel on special assignment may be exempt from certain uniform and grooming requirements upon approval of the Chief of Police or his/her designee.
2. Plainclothes personnel will be permitted to wear polo type shirts and cargo pants, provided they maintain a neat appearance.

#### E. Wearing of the Uniform

1. All classes of uniforms as outlined in this directive bearing the Department insignia will be worn only while on duty, engaging in Department-authorized activities, while traveling directly to and from duty, or with the permission of the Chief of Police.
2. If making any stops outside of the direct travel route between the on-duty location and home while in any class uniform, the Department insignia must be covered by civilian attire.

## F. Equipment and Accessories

### 1. Outerwear and Jackets

- a. Personnel in uniform may wear suitable uniform type jackets provided that they display the Department patch/insignia, badge, and rank (if applicable).
- b. All outerwear must be black or dark navy blue in color.
- c. Rain gear is allowed during inclement weather and does not have to display Department patches, or insignia.
  - 1) While wearing rain gear, the Department badge must be displayed.
- d. High visibility outerwear (ie. traffic vest) shall be worn for situations that require this type of outerwear.
- e. All high visibility outerwear must meet OSHA standards and be the color high visibility yellow/green.

### 2. Shoes and socks

- a. Uniform shoes shall be plain black and be capable of taking a high polish. Shoes shall be kept well-polished and maintained.
  - 1) If the shoes have a buckle, it shall be covered by the pants.
  - 2) Black uniform tactical boots that are not capable of being polished may only be worn with the Class C or Class D Uniform provided they are kept clean and neat.
- b. Heel height shall not exceed one inch.
  - 1) This section does not apply to plain clothes or civilian personnel, provided that the footwear worn is stable and sufficient to prevent injury.
  - 2) Plain clothes personnel conducting an investigative or enforcement operation or assisting patrol officers, shall not wear shoes with heels that exceed one inch while conducting those activities.
- c. Boots may be worn in lieu of shoes as long as they conform to the above standards.
- d. Soft leather shoes will be allowed as long as they are capable of a high shine.
- e. Socks shall be black or navy blue, if visible.
  - 1) If wearing uniform or bicycle shorts, the socks shall not be worn above the ankle.

### 3. T-shirts

- a. While wearing the dark navy blue uniform shirt, only a black or navy blue tee shirt shall be worn if visible.

- b. While wearing the white uniform shirt, only a white tee shirt shall be worn if visible.

#### G. Badges, Name Plates and Hats for the Class A or B Uniform

1. The badge and name plate shall be worn and completely visible at all times, when wearing the Class A or Class B Uniform. The name plate will display officer's last name. The exceptions to this shall be the wearing of the name plate when rain gear or a jacket is worn.
2. Name plates for patrol officers will be a chrome name plate with black letters.
3. Detectives, sergeants and above will wear a gold colored name plate with black letters.
4. The Top Round Pin-Down Uniform Hat Model # R-13 is the only authorized uniform hat while wearing the Class A or B Uniform.
  - a. For the ranks of detective and above, there will be a gold cloth strap around the hat.
  - b. For patrol officers there will be a silver cloth strap around the hat.
  - c. The hat when worn will sit squarely on the head. The visor shall be worn two (2) fingers width above the bridge of the nose.
  - d. There will be gold spray ("army style bullion") on the visor of all personnel at the rank of Captain or above.

#### H. Insignia of Rank

1. Chief of Police
  - a. Two (2) gold stars, worn on both left and right sides of the shirt collar and the shoulders of the outer garments.
  - b. Single-breasted coat with four (4) ½" blue piping on each sleeve.
  - c. One (1)" blue piping on pants.
  - d. Dark navy blue or white shirt with a black clip-on tie.
  - e. Gold cloth strap on cap with gold spray on visor.
2. Deputy Chief
  - a. One (1) gold star, worn on the shirt collar and the shoulder of outer garments.
  - b. Single-breasted coat with three (3) ½" blue piping on each sleeve.
  - c. One (1)" blue piping on pants.
  - d. Dark navy blue or white shirt with a black clip-on tie.

- e. Gold cloth strap on cap with gold spray on visor.
3. Inspector
- a. Gold oak leaf worn on the shirt collar and the shoulder of the outer garment.
  - b. Single-breasted coat with two (2) ½” blue piping on each sleeve.
  - c. Three-quarter (¾)” blue piping on pants.
  - d. Dark navy blue or white shirt with a black clip-on tie.
  - e. Gold cloth strap on cap with gold spray on visor.
4. Captain
- a. Two (2) gold bars worn on the shirt collar and shoulder of outer garment.
  - b. Single-breasted coat with two (2) ½” blue piping on each sleeve.
  - c. Three-quarter (¾)” piping on pants.
  - d. Dark navy blue or white shirt with a black clip-on tie.
  - e. Gold cloth strap on cap with gold spray on the visor.
5. Lieutenant
- a. One (1) gold bar worn on shirt collar and shoulder of outer garment.
  - b. Single-breasted coat with one (1) ½” blue piping on each sleeve.
  - c. Three-quarter (¾)” blue piping on pants.
  - d. Dark navy blue or white shirt with a black clip-on tie.
  - e. Gold cloth strap on cap.
6. Sergeant
- a. Three (3) pointed chevrons worn on the shirt collar, shirtsleeve and the sleeve of outer garment.
  - b. One-half (½)” blue piping on pants and Class A Uniform (single breasted coat) worn with blue shirt and black tie.
  - c. Gold cloth strap on cap.
  - d. Dark navy blue shirt with a black clip-on tie.
  - e. Gold chevrons shall be worn on the shirt collar.

7. Police Officer
  - a. One-quarter (1/4)" blue strip on pants.
  - b. Collar pins will be worn.
  - c. One-quarter (1/4)" blue piping on pants and Class A Uniform (single breasted coat) worn with blue shirt and black tie.
  - d. Silver cloth strap on cap.

8. Police Service Stripe
  - a. The police service stripe (aka "Hash Mark") is a stripe worn on the left sleeve of the long-sleeved shirt or duty jacket representing years of service with Department.
  - b. Each stripe represents four (4) completed years of full-time service with the Department. Service with another police department is not to be included in the calculations of complete service.
  - c. The color of the police service stripe shall be royal blue with a white border.
  - d. The police service stripe is optional.
  - e. Restrictions: The police service stripe can only be worn on the Class "A", "B" uniforms, or outer jacket. It cannot be worn on the Class "C" (BDU) uniform.

I. Grooming Standards for Sworn Personnel - Men

1. Hair

- a. Hair may be worn in any contemporary and conservative style conforming to the following:
  - 1) Hair shall be clean and trimmed neatly.
  - 2) Hair shall not extend more than two (2) inches upward from the top or two (2) inches outward from the side of the head, and in no event shall hair extend below the mid-part of the shirt collar while in normal standing posture.
  - 3) Officers may receive a religious exemption from this requirement.
  - 4) In no event shall hair interfere with the proper wearing of the uniform hat, helmet or gas mask.

2. Facial Hair

- a. Except for a moustache, the face shall be clean-shaven. The moustache shall be closely trimmed, and shall not extend downward beyond the lower lip or upward in a curled or handlebar style. Waxing of the moustache is prohibited.
- b. Goatees or hair growth below the lower lip is prohibited.

- c. Officers may receive exemptions from this requirement for religious and/or health reasons.
    - 1) Health
      - a) Officers who experience a skin disorder aggravated by shaving are exempt from the above so long as the condition persists and the officer conforms to the following requirements.
        - i. Submit a letter to the Chief of Police or his/her designee from a certified dermatologist expressing the physician's opinion that the medical treatment and therapy of the skin disorder requires that the officer stop shaving.
        - ii. The officer is receiving treatment for the disorder on a regular basis.
        - iii. The officer will supply the Chief of Police or his/her designee with a continuing written update from the dermatologist of the status of the condition every ninety (90) days.
        - iv. Submit photographs showing his appearance with said photographs kept on file.
        - v. Keeps facial hair to the minimum required by the condition as prescribed by the dermatologist and documented in the note.
    - 2) Religious
      - a) Keeps facial hair clean and to the minimum required by his religion.
  - d. In no event shall the wearing of allowable facial hair interfere with the proper wearing (fit) of a gas mask.
  - e. Sideburns
    - 1) Sideburns shall be neat, trimmed, and shall not extend below the bottom of the ear lobe. The base of the sideburns will be a clean-shaven horizontal line. Sideburns will be of uniform width from top to bottom with no flair at the base.
- 3. Jewelry and Ornamentation
    - a. The following may be worn:
      - 1) Watches and non-conspicuous rings may be worn while in uniform. Religious or identification-type necklaces may be worn, but only if the chain is long enough so as to not expose the pendant to public view. A single strand necklace of precious or semi-precious metal when worn about the neck may be exposed to view while in the summer shirt.
      - 2) The wearing of any other jewelry or ornamentation is expressly prohibited.
      - 3) This section does not apply to non-sworn personnel.

J. Grooming Standards for Sworn Personnel - Women

1. Hair may be worn in any contemporary and conservative style conforming to the following:
  - a. Hair shall be neat and clean. Extreme styles will not be accepted. Hair shall not extend more than two (2) inches upward from the top or two (2) inches outward from the side of the head, and in no event shall hair extend below six (6) inches from the bottom of the collar while in a normal standing posture. Hair may be worn in a bun or ponytail provided it is worn as conservative and safe as possible.
  - b. If hair is longer than just described, it must be worn up in a neat fashion and securely fastened. In no event shall hair interfere with the proper wearing of the uniform hat, helmet or gas mask.
  - c. Officers may receive a religious exemption from this requirement.
2. Make-up
  - a. The use of facial make-up shall be conservative. Excessive use of lipstick, rouge, foundation, mascara, eyebrow pencil, eye shadow, etc., is not acceptable.
  - b. Fingernails shall be trimmed short and if painted shall be an inconspicuous color.
3. Jewelry and Ornamentation
  - a. The following may be worn.
    - 1) Watches and non-conspicuous rings may be worn while in uniform. Religious or identification-type necklaces may be worn, but only if the chain is long enough so as to not expose the pendant to public view. A single strand necklace of precious or semi-precious metal when worn about the neck may be exposed to view while in the summer shirt.
    - 2) The wearing of any other jewelry or ornamentation including earrings is expressly prohibited.
    - 3) This section does not apply to non-sworn personnel.

K. Other Grooming Requirements - Men and Women

1. Wigs and Hairpieces may be worn so long as they are properly fitted and secured to the head and conform to the standards set for hair in the above sections.
2. Hair color should be natural in appearance with coloring and dyeing permitted. However, excessive or extreme use of coloring or dyeing is expressly prohibited.

L. Honor Guard

1. Shall wear the uniform as established by the Honor Guard Unit with approval from the Chief of Police or his/her designee.

M. Accident Reconstruction Team

1. Shall wear the uniform as described in the South Central Connecticut Regional Traffic Unit Policy Manual.

N. SWAT Team

1. Shall wear the uniform as described in the South Central Regional SWAT Team Policy Manual.

O. Dive Team

1. Shall wear the uniform as described in the East Haven Police Dive Team and Marine Unit Policies and Procedures.

P. Field Training Officer (FTO)

1. FTO's shall display either the FTO pin or the FTO patch while wearing the Class A or Class B Uniform.
2. FTO's shall display the FTO patch while wearing the Class C Uniform.
3. When wearing the FTO patch, it shall be displayed on both sleeves.
4. This section does not apply to the rank of Sergeant or above.