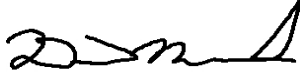
	SALISBURY POLICE DEPARTMENT
	Written Directive: Clothing, Equipment and Grooming
	Publication Date: February 25, 2025
	 Approved: David Meienschein Chief of Police
Related CALEA Standards: 22.1.6 , 41.3.4 , 41.3.5 , 41.3.6	Clothing, Equipment and Grooming Section #102

Employee Appearance (Clothing, Equipment and Grooming)

1. Purpose:

To provide employees with a set of guidelines for professional uniform appearance and grooming standards.

2. Policy:

It is the policy of the Salisbury Police Department to present a positive image to the public through courteous personal interaction, observed quality police service and professional appearance. The Salisbury Police Department will issue uniforms and equipment to all officers. Officers will be responsible for the cleanliness, operational readiness, and general upkeep of said uniforms and equipment. The department will provide all employees with uniforms and equipment in order to effectively perform his/her function.

Employees will be well groomed and present a professional appearance to maintain the public's trust and respect. Both the self-esteem generated in the individual and the respect commanded from the public they serve promote the excellent reputation of the department.

3. Authorized Personal Equipment and Apparel to be Worn by Patrol Officers:

The Salisbury Police Department provides every employee with authorized apparel (except shoes, socks and underwear) and equipment to ensure uniformity and prevent the use of unauthorized or substandard items. A clothing allowance is also provided. The quartermaster maintains a record of the apparel/equipment provided to each employee.

4. Uniform Dress:

- A. The departmental uniform will be worn by all personnel, when on duty, unless the chief of police, or in his/her designee has authorized the wearing of civilian clothes. The wearing of combinations of uniform items not prescribed in this regulation or other authorized documents are prohibited. The class "A" uniform will be worn only at the discretion of the chief of police or his/her designee. Every employee will come to work and leave, either in full uniform or civilian dress. The mixing of civilian clothing and uniform dress is strictly prohibited.
- B. Officers assigned to the patrol division working overtime assignments for special events will wear appropriate patrol officer's uniform.
- C. No employee of this department shall allow another employee of the department or any other person to use his/her badge, I.D., or any other of his/her means of personal identification.
- D. Whenever a police employee is under suspension as a result of disciplinary action, he/she shall be required to surrender to the quartermaster for the period of suspension his/her issued weapon, badges, and all issued cards which identify him/her as an employee of this department. Employees are required to surrender all department property in their possession upon separation from the service. Failure to return non-expendable items may cause the employee to reimburse the department for the fair market value of the article(s). Employees of this department shall be held responsible for all equipment issued to them.
- E. Where it is established that this equipment is lost or damaged through negligence, the employee concerned will be obligated to replace the same at his/her own expense. Every employee of this department shall assume a personal responsibility for all departmental property issued to him/her or placed in service for his/her use or convenience.
- F. No decoration or insignia shall be worn by any employee of this department on the departmental uniform unless authorized by the chief of police, after a memo has been submitted requesting that permission. In addition, employees of this department are forbidden to wear uniform items or use equipment that is not issued by the department or approved by the chief of police. All uniform clothing and equipment will be approved by the chief of police.
- G. Police communications officers and non-sworn clerks employed by this department will wear a uniform issued by the department and shall, where applicable, abide by all of the standards of dress, grooming and neatness prescribed for sworn employees.

H. The uniform must command respect for it identifies the employee as a representative of the department. It should be in excellent condition. The uniform must be worn with pride and in a way to bring credit to the department.

5. Issued Equipment (Designated Personnel):

- A. The following general equipment is issued to departmental personnel.
- a) Magazine pouch
 - b) Ammunition
 - c) Belt keepers
 - d) Body armor
 - e) Tie bar
 - f) Name plate
 - g) Badges (3)
 - h) Patches
 - i) Chemical spray
 - j) Chemical spray holder
 - k) Helmet w/ bag
 - l) Baton
 - m) Semi-automatic pistol
 - n) Flashlight
 - o) D-rings
 - p) Gun belt
 - q) Handcuff case
 - r) Holster
 - s) Raincoat
 - t) Radio case w/ belt or vest carrier attachment
 - u) Handheld radio
 - v) Leather badge case
 - w) Body worn camera (with associated cords and holders)
- B. The following winter uniform apparel is issued to departmental personnel:
- a) Long Sleeve shirts
 - b) Trousers
 - c) Fleece lined cap
- C. The following summer uniform apparel is issued to departmental personnel:
- a) Short Sleeve Shirts
 - b) Trousers

- D. Acceptable Non-Issued Uniform Accessories:
- a) Socks – Black
 - b) Shoes – Black, plain toe, low quarter,
 - c) Gloves – Black
 - d) Sweater – Plain black

6. Authorized Procedures of Uniforms and Equipment:

- A. Depending upon weather, all employees will be advised by memorandum from the administrative commander when to wear summer and/or winter uniforms. Commanders, at their option, may wear long sleeved shirts and ties all year.

B. Hat

Appropriate head gear may be worn by all department personnel in uniform when outdoors, except for clerical personnel and police communications officers. The black leather strap will be threaded through the appropriate eyelets in the brim of the hat, so that the strap goes around the back of the wearer's head and the buckle is fastened and centered at the front of the hat.

The running end of the strap will be to the wearer's left. Commanders will wear gold-colored acorns and sergeants and corporals will wear silver-colored acorns on their hat brims, with the acorns centered to the front of the hat. The hat will be worn with a slight tilt to the front, but will not be tilted to either side. No modification in the shape of the hat is authorized.

These hats require some care on the part of the individual if they are to retain a good appearance and give satisfactory service. Frequent brushing of the winter felt hat is recommended. Turning out the leather sweat band after a hot day or after the hat has been worn in the rain will preserve the life of the hat. With the leather sweat band turned out, accumulated perspiration and hair oil will evaporate.

When the hat is not being put to use temporarily, it should be placed on a flat surface resting on the brim or put on a hanger so that the brim is not pressing on another object. If the hat is not to be worn overnight or for any greater period of time, it is best to keep it in a hat box.

C. Tie

The black issued tie will be worn with the class "A" blouse, or whenever an long sleeve shirt is worn. The tie is to be worn with the issued tie bar. The tie bar will rest on the fourth button from the top of the shirt. Officers assigned to the operations division and other officers assigned uniformed duties are no longer required to wear a tie. The night shift patrol personnel will wear a black crew neck undershirt with only

the first button of your uniform shirt open. Officers are not permitted to omit the undershirt as part of the uniform. Supervisors holding an administrative rank, regardless of position shall wear a white V-neck undershirt. Supervisors will inspect and ensure that their squad is uniform and that the black crew neck undershirts are in the proper condition. (Faded or worn undershirts, turtlenecks, and shirts with and insignia are not permitted.)

D. Name Plate

The issued name plate will be worn on the outermost garment, on the flap of the right breast pocket, centered between the top of the buttonhole and the top of the pocket.

E. Expert and Master Pistol Insignia

The issued expert and master pistol insignia will be worn on the flap of the left breast pocket, centered between the top of the buttonhole and the top of the pocket.

F. Awards

Issued awards, decorations, and service medals will be worn immediately above the right breast pocket in as many lines as necessary to fit on the garment. The medals will be worn in the order of precedence from the wearer's left to right in one or more lines. There will be no more than three medals to a line and no line will contain fewer medals than the line above it. The order of precedence is departmental medals of valor, the educational achievement award, the service pin, and military awards.

All special unit designations will be worn ¼" above, and centered over the top most row of departmental awards.

Issued awards, decorations, and service medals can be worn, at the employee's discretion, on the uniform shirt in the prescribed manner.

G. Rank Insignia

The chief of police insignia and commander's bars will be worn on the shoulder loops of the class "A" blouse and the winter jacket, centered at the cross point of the seams. The bars will be issued metal. On the commander's shirts, the rank insignia will be sewed on issued shoulder boards that slide off the shoulder loops of the shirts.

Sergeants and Corporals will sew their rank insignia on both sleeves, centered between the shoulder seam and the elbow of the class "A" blouse, the winter and summer shirts.

Master police officer, senior police officer and police officer first class officers will sew their rank insignia on both sleeves, centered between the shoulder seam and the elbow of the class "A" blouse, the winter and summer shirts.

H. Jackets

The winter jackets will be worn with the name plate, special unit designation, and badge only.

I. Sweaters

A plain sweater may be worn during the winter months, while inside or as a sub garment under the winter jacket.

J. T-Shirts

When a t-shirt is worn it will be all black. The t-shirt is permitted to show above the open collar of the short sleeve summer shirt. The t-shirt will not show below the sleeve of the short sleeve summer shirt. The t-shirt shall not be faded or worn and insignias are not permitted. This all black t-shirt is authorized for members not holding administrative ranks.

K. Footwear

Sworn members when in uniform will wear plain toe black leather or simulated leather shoe. The shoe may be a low quarter, high top, or plain toe. The shoe will be worn with a plain black sock. Police communications officers, when in uniform, will wear shoes which conform to the standards of those required to be worn by sworn members. Clerks and police communications officers, when in uniform, will wear a plain black leather or simulated leather shoe. The shoe will be worn with black socks. Black leather boots or black rubber boots are permissible during tactical situations and during extreme adverse conditions, such as: rain and snow storms; searches; and disaster-type situations.

L. Pistol Belts (nylon belt and Sam Brown Belt)

The issued nylon mesh belt will be worn directly over the waist belt and will fit snugly. The belt will be kept in place by using the issued belt keepers. The Sam Brown belt will be worn with a dress uniform for sergeants and below. The following items will be carried on the nylon pistol belt:

- a) The issued weapon and the issued approved holster will be worn on the carrier's strong hand side. The weapon will not be worn in such a manner as to permit any type of a cross draw.
- b) Handcuffs in case;

- c) Radio in case with clip and pouch. These items will be placed on the duty belt or the outer carrier vest wherever they are most convenient, accessible, and comfortable for the individual.
- d) Chemical spray and batons will be carried by all uniformed patrol officers of the rank of sergeant and below while on duty. Commanders may carry chemical spray or batons at their discretion.

M. Protective Vests and Outer Vest Carriers

A protective vest and outer vest carrier are issued by the department to each sworn police officer. All personnel will wear it during their tour of duty unless otherwise exempted by the chief of police. Those personnel exempt consist of; command staff personnel, CID personnel, and those assigned to the administrative division.

When the lightweight winter jacket is worn, the outer vest carrier will be worn over the jacket. The raincoat and heavyweight winter jacket will be worn over the outer vest carrier.

N. Outer Carrier Vest

The outer carrier vest will be worn over the issues uniform shirt and will be neatly maintained. The following items may be carried on the outer carrier vest:

- a) Handcuffs;
- b) Radio and;
- c) Chemical spray.

O. Protective Vests/Pre-Planned High-Risk Situations

Personnel engaged in pre-planned, high-risk situations shall wear the department's issued protective vests. High-risk tactical duties include, but not limited to, planned warrant execution, drug raids, etc.; such conditions will be specifically defined by the supervisor in charge of the operation. There are no exceptions to this policy.

P. Shoulder Patch

The departmental full color patch will be worn on the left sleeve of the class "A" blouse, winter jacket, commander's overcoat, summer short sleeve shirt, and winter long sleeve shirt only. The patch will be centered and sewn ½ inch below the shoulder seam.

Graduates of the F.B.I. National Academy are authorized to wear the academy patch on the right shoulder of the class "A" blouse and winter jacket. It is to be centered on the sleeve and sewn ½ inch below the shoulder seam. All other patches must be approved by the Chief of Police and sewn on in the manner prescribed and all

exceptions will be made in writing and placed in the individual's personnel file. Employees are authorized to wear the accreditation patch on the right shoulder of the class "A" blouse. The patch is to be centered on the sleeve and sewn ½ inch below the shoulder seam.

Personnel authorized to wear the F.B.I. National Academy patch or another patch approved by the Chief of Police may wear the accreditation pin.

Q. Accreditation Pin

The accreditation pin will be worn on the right pocket of the class "A" jacket. The pin will be centered on the right pocket pleat, below the employee's name plate. Detectives may wear the accreditation pin as a lapel pin if they so choose.

R. Collar Brass

All collar brass for the ranks above sergeant will be polished brass and all metallic devices for the rank of sergeant and below will be polished silver. All officers will wear an SPD insignia on each side of the shirt collar. Collar insignias will be attached parallel to the bottom of the collar stitching. To compensate for collar stays, the front pin of the insignia will be placed on the collar ½" from the front of the collar. The SPD insignia worn on the class "A" jacket will be centered on the lapel, parallel to the ground.

S. Squad Uniformity

When a squad reports for duty, all officers will wear the same type of uniform. It will be worn in the manner prescribed by this directive. It is the duty of the squad supervisor to assure that every officer of his/her squad is dressed alike. It is also his/her responsibility to see that the appropriate corrections are made to uniform infractions before an offending member goes on patrol. Exceptions to squad uniformity are officers on special assignments, patrol, traffic assignments, etc., in adverse weather. In addition, gloves and traffic vests will be worn for traffic direction only. Jackets will be worn at the discretion of the individual officer.

T. Flashlights

Only departmentally issued flashlights are authorized to be carried on duty, unless approved by the chief of police after submission of a memo from the affected personnel.

U. Black knit style winter hat or toboggan

The issued knit style hats will be worn during the winter months only. It will be worn with the approval of the squad supervisor whenever outside temperature is at 32 degrees Fahrenheit or below when starting a tour of duty or the outside temperature is predicted to fall to or below 32 degrees Fahrenheit before the tour of duty will end.

7. Grooming Standards:

Employees of the department are required to be neat, clean, and well-groomed at all times, except where authorized to dress otherwise in a covert investigative assignment. Uniform and civilian clothing attire worn while on duty shall be kept clean and pressed at all times, with the exception of those personnel assigned in a covert capacity. Footwear, leather equipment, and metal devices shall be regularly polished and sidearm shall be clean and serviceable at all times.

It is the responsibility of the squad supervisors to assure that personnel under their command present a neat and professional appearance. To ensure compliance with this policy, uniforms and personnel will be inspected at least once during their seven-day tour of duty. CID personnel and equipment will be inspected at least monthly.

- A. Clothing: Clothing will be clean and give a pressed appearance before each tour of duty.
- B. Shoes: Shoes will be free of dirt and shined accordingly. Foul weather footwear will be conservative in appearance.
- C. Fingernails: Employees will keep their fingernails trimmed and free of dirt. Female employees may wear conservative polish or coating on their fingernails.
- D. Hair: Male Police Officers/PSO's: Hair will be clean, neat, and present a well-groomed appearance, taking into consideration the texture of your hair. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. If hair coloring is used, it must appear natural. Hair will present a tapered appearance and when combed it will not fall over the ears or eyebrows or extend below the top edge of the shirt collar, except for the closely cut hair at the back of the neck. The so-called "block cut" fullness in the back is permitted in moderate degree. In all cases the bulk or length of hair shall not interfere with normal wearing of the departmental headgear. Hair protruding from around hats and hat straps is prohibited.
- E. Sideburns: Sideburns will be neatly trimmed and tapered. The base will not be flared and will be clean-shaven horizontal line. Sideburns will not extend below the lowest part of the earlobe.

- F. Beards/Goatees/Mustaches: A short and neatly trimmed beard, goatee, or mustache may be worn. Beards will NOT be worn without a mustache. Mustaches shall not extend beyond the natural hairline of the upper lip. All goatees will be neatly trimmed and will not exceed beyond the chin. The neck shall be kept clean shaven. No portion of the beard may be exceptionally longer than the rest and must maintain an even, neat appearance. The beard hair length shall not exceed ¼ inch (generally a number 2 clipper guard). A circle beard with mustache or a short box beard with mustache are examples of acceptable styles. Designer Beards/Mustaches/Goatees are not authorized unless written authorization is granted by the Chief of Police or his/her designee.

Regardless of the beard style, individual officers wearing beards must maintain their beard in such a manner so as to be able to pass a gas mask fit test if the officer is in a duty assignment that may require wearing a gas mask. Officers with beards will be subject to random inspections to ensure a proper gas mask seal and may be asked to trim their beard until a proper gas mask seal is obtained. Officers must have necessary equipment at work and readily available to trim beard if needed in the event of an operational need for use of the gas mask or a policy violation is evident. Supervisors and commanders are authorized to order subordinate officers to properly trim or remove their beard immediately.

Officers are encouraged to begin growing out their beards during their off time so as not to present an unshaven (stubble) look while on-duty. Supervisors and commanders are authorized to order subordinate officers to shave immediately should they deem the officer's appearance to be unprofessional.

From time to time, officers may be assigned to a specialized unit where modifications to the established grooming policy may be required/necessary. The Chief or his/her designee may approve deviations from policy on a case by case basis.

- G. Tattoos/Body Art: The display of tattoos or other body art that are obscene, offensive, sexually suggestive, profane or discriminatory towards persons on the basis of race, color, national origin or ancestry, religion or creed, age, sex or disability are prohibited. Tattoos/body art of any nature is prohibited from display on the face, head, or neck while on duty.
- H. Wigs: Wigs, hairpieces or hair extensions may be worn provided that they conform to the standards as described in the "hair" section.

- I. Hair, Female Police Officers/PSO's: Hair will be neatly groomed. The length, bulk, or appearance of natural hair will not be excessive, ragged, or unkempt. Hair in front will be groomed so that it does not fall below the band of properly worn uniform headgear. The hair may be worn over the ears, but in no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear. Hairpieces, hair extensions, or wigs worn on duty must conform to the same standards as stipulated for natural hair. Hair coloring, if used, must appear natural. No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes. A bun will be permitted on top or back of the head, in a neat and professional manner, provided it does not interfere with the wearing of uniform headgear and does not hang over the collar. Female members shall be permitted to wear their hair in a ponytail when assigned to non-road patrol duties and during training. Female officers shall be prepared to place their ponytail back into a bun at any time they are resuming road patrol duties.
- J. Makeup: When worn, cosmetics will be professional and natural looking.
- K. Police Communications Officers and Clerks: Grooming standards for male police communications officers and male clerks shall be prescribed for male police personnel. Grooming standards for female police communications officers and female clerks shall be as prescribed for female police personnel.
- L. Non-uniformed Police Employees: Police employees, who are not, because of their assignments, required to wear the uniform, will dress in a manner which reflects a professional appearance. Male detectives shall wear a coat, tie and dress slacks or suit when not in CID uniform; female detectives will wear appropriate business attire when not in CID uniform. Grooming standards for these employees will be the same as those for uniformed police personnel. Police employee's assigned covert operations will be exempt from the grooming dress standards for other police employees.
- M. Jewelry: The chief of police may prohibit the wearing of bracelets, excluding medical alert identification, and other jewelry should it detract from the professional appearance of the employee or constitute a safety hazard. If a necklace is worn, it must be worn under the shirt. It must not be visible with the buttoned or unbuttoned uniform shirt.
- N. Sunglasses: Sunglasses may be worn. The frames must be conservative color and the lenses may not reflect a mirrored image. Gaudy or colorful frames and lenses are prohibited.

8. Court Attendance:

- A. The patrol officer's uniform of the day will be worn with full duty belt.
- B. Personnel who do not wish to wear the patrol officer's uniform of the day, who are requested to attend any court proceedings as a result of a law enforcement function, will be dressed professionally. Male personnel will wear a suit, or dress slacks and a coat and tie. Female personnel will wear appropriate business attire. If wearing business attire, weapons will not be displayed.
- C. Employees shall avoid any mannerism which might imply disrespect to the court, such as gum- chewing or smoking.
- D. Squad commanders and supervisors will ensure that officers comply with standards and take appropriate action as necessary. Officers who violate established policy will be required to wear the uniform of the day with full duty belt when scheduled to attend court while off duty.

9. Clothing Allowance Allocation:

The Salisbury Police Department provides every member of the department with uniforms (except shoes, socks, and underwear) and equipment in order to effectively perform his/her function. An allowance is paid semi-annually for uniform maintenance as set forth by Union contracts.