

# DRESS CODE

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<i>Effective Date:</i> <b>October 7, 2015</b>	<i>Directive Number:</i> <b>10-8-1</b>	
<i>Special Instructions:</i> NONE		
<i>Distribution:</i> <b>All Sworn &amp; Civilian Personnel</b>	<i>Last Re-Evaluation Date:</i> June 18, 2020	<i>Total Pages:</i> <b>3</b>

## **I. PURPOSE**

The purpose of this policy is to provide police officers with guidelines on departmental dress code.

## **II. POLICY**

The well-equipped and professionally dressed officer is essential to how the officer is perceived by the public, the officer's moral and ability to function effectively. Therefore, it is the policy of this department to equip and uniform every officer to the highest standard possible.

## **III. STANDARD EQUIPMENT AND GROOMING**

All officers will be equipped with the standard issued equipment as described in this directive. In the event that items need to be replaced, the officers will submit a notice to the Chief of Police or his/her designee. The item(s) will be made available for inspection. If the item is deemed unserviceable, the item will be replaced.

The standard issued equipment is as follows:

- A. Winter Uniform
  1. One P&F Philly Style Crush Cap
  2. Two blue long sleeve shirts
  3. One navy blue ties
  4. Four uniform trousers
  5. One Commando vest (not provided by Department)
  6. One winter jacket
  7. Two blue turtleneck shirts (not provided by Department)
  8. One pair black shoes
  9. One Sam Brown belt and equipment.
    - a. One semiautomatic pistol
    - b. One ammo pouch
    - c. 46 rounds of ammunition
    - d. One semiautomatic holster
    - e. One pepper spray canister & holster
    - f. One pair handcuffs and case
    - g. One ASP & scaber
    - h. One portable radio, charger and holder
    - i. Four belt keepers.

- B. Summer Uniform
  - 1. One campaign hat (same as winter uniform)
  - 2. Two short sleeve shirts
  - 3. Uniform trousers (same as winter uniform)
  - 4. One pair black shoes (“ “)
  - 5. Black or navy blue socks (not provided by Department)
  - 6. Sam Brown belt & equipment.
    - a. Same equipment as winter uniform.
  
- C. Hair Code
  - 1. Men:
    - a. Hair will be worn in a neat manner. Hair will be contoured above the ear, the back of the neck will be shorter than the shirt collar.
    - b. Mustaches and goatees are allowed. Beards are not allowed. Mustaches must be kept neatly trimmed and will not exceed the upper border of the lip or extend more than 1/4 inch horizontally beyond the corners of the mouth.
    - c. Mustaches and goatees must follow the natural arch of the mouth.
    - d. Handlebar mustaches are prohibited.
    - e. Goatees may not extend more than 1/2 inch below the bottom of the chin.
    - f. Side burns: Will be no longer than the center of the ear.
    - g. Men’s hair will be of a conservative nature. No odd cuts will be permitted (i.e., cut patters).
  - 2. Women:
    - a. Hair will be worn in a neat manner. Length cannot exceed shirt collar. Hair may be pulled up to achieve the policy directive.
    - b. Make-up will be of a conservative nature. No bright lipstick, eye shadow, etc.
  
- D. Jewelry
  - 1. Gold chains cannot be visible.
  - 2. Earrings are not permitted.
  - 3. Rings are limited to wedding bands and school rings.
  
- E. Sunglasses (non-prescription type):
 

Sunglasses will be of a conservative nature. Black, silver or gold tone frames are acceptable. No bright colored frames or lenses.

#### **IV. PROCEDURES**

- A. Uniform
  - 1. The Cheswold Police patch will be worn on both shoulders of uniform shirts and coats.
  - 2. The departmental badge will be worn on the left side above the breast pocket of the shirt or coat.

3. The name plate will be worn on the right side above the breast pocket, touching the pocket seam and centered with the pocket button on both the shirt and the coat.
4. Fall and/or winter coats are optional as weather dictates.
5. Officers of the rank of Pfc., Cpl., Sgt., Lt., and Chief are required to wear appropriate rank chevrons/ insignia on shirt and/or coat.
6. All items of uniform or equipment worn/carried must be either of departmental issue or prior permission must have been obtained from the Chief of Police to carry non-departmental issue.
7. Clean uniform shirt and trousers shall be worn daily without exception. All officers must keep a clean uniform in his/her locker at all times.

**B. Soft Body Armor**

1. This department will provide each officer with soft body armor as a standard issue.
2. It will be the policy of this department that all officers will wear soft body armor while on duty.
3. It will be the responsibility of the officer wearing the soft body armor to monitor the wear of the vest and request a replacement when necessary.
4. Officers will check their soft body armor prior to on-duty status to examine the garment for abnormalities, (tears, etc.).
5. Soft body armor will not be required for staff officers. If staff officers are required to assist with street duty as a matter of schedule, they will be required to wear soft body armor.
6. There may be circumstances when soft body armor cannot be worn while on duty (i.e., undercover operations, etc.). These exceptions will be authorized by the Chief of Police.

**C. Class C Uniforms**

All officers will be provided with a Class C uniform that will consist of a 5.11 Taclite Uniform long sleeve (winter) and short sleeve (summer) shirt with embroidered police shield, last name, departmental patch on left shoulder, American flag on right shoulder and a pair of 5.11 cargo pants with 1" French blue stripe.

Class C Uniforms may be worn in lieu of Class B daily uniform unless notified by chief of police or his/her designee.

**ORDERED and EXECUTED this 18<sup>th</sup> day of June, 2020**

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**Christopher Workman**  
**Chief of Police**