	KANSAS CITY, MO. POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PERSONNEL POLICY</b>	9/16/2021	9/16/2021	218-3
SUBJECT			AMENDS	
<b>Policy Series 200: Employee Guidelines</b> <b>218 - Uniform and Personal Appearance Regulations</b>				
REFERENCE		RESCINDS		
PPBM: Commendation and Honor Awards; Secondary Employment		PPBM: 218-2 SO: 19-09		

## I. INTRODUCTION

A standard of uniformity has been established for all Department members in regard to personal appearance and the proper wearing of Department uniforms/equipment and non-sworn member attire.

## II. POLICY

- A. All members will present a neat, clean, and professional appearance.
- B. Commanders and supervisors will ensure the enforcement of regulations regarding personal appearance and the proper display of Department uniforms and equipment.
- C. All items will be worn in accordance with this directive. Members are prohibited from wearing non-authorized uniforms or equipment. The Supply Section maintains a list of authorized uniforms and equipment for each bureau.
- D. Members assigned to covert positions are exempt from wearing the Class A, B, or C Uniform, or business attire when their assignment calls for different attire. Proper on-duty attire will be determined by the appropriate bureau commander.
- E. Uniform clothing and equipment may be approved for wear or use which will not be supplied to members by the Department. Members will be notified of the specific manufacturer's name, style or model number upon approval. The Supply Section will maintain a listing of these items as well as locations of suppliers.
- \*F. All uniformed elements will conduct a weekly inspection of officers. Supervisors will be responsible for completing a Weekly Personnel Inspection Report, Form 125 P.D. Noted deficiencies will be documented on the report and forwarded to the watch commander. Supervisors, when reporting deficiencies, will take steps to ensure that they are corrected.

- \*G. Class A Uniform trousers and Eisenhower jackets will be dry cleaned only. All other issued apparel (i.e., jackets, shirts and pants) will be cleaned in a manner consistent with the instructions on the manufacturer's care label.
- H. Clothing items contaminated by blood or other body fluids will be removed and cleaned as soon as possible. Non-sworn member's clothing reimbursement will be in accordance with the current written directive entitled, "Claims for Damage to Personal Property."
- I. Element specific logos/patches are prohibited on any Department issued uniform, unless approved by the Chief of Police or designee.
- J. All sworn members must have a Class A and Class B Uniform available for use.
- K. The uniform will not be worn by a member when representing an organization other than the Department, or for any other reason than in an approved secondary employment capacity, without the approval of the member's bureau commander. When making a speaking engagement, either the Class A or Class B Uniform or business attire will be worn unless an exception is made by the bureau commander.
- \*L. Name tags may be removed during certain critical incidents and replaced with the member's serial number. The commander in charge will make this determination on a case by case basis.
- \*M. Any member seeking medical accommodations will refer to the written directive entitled, "Americans With Disabilities Act (ADA) or may contact Human Resources Division (HRD) to address the need for any accommodation to include religious waivers and medical accommodation of the personal appearance standards. Such requests will be addressed on a case-by-case basis by the HRD Commander and the Chief of Police or designee.

### III. TABLE OF ANNEXES

This directive has been arranged in annexes for easy reference.

- ANNEX A Sworn and Non-sworn Dress Regulations
- ANNEX B Class A and Class B Uniform Components
- ANNEX C Personal Appearance
- \*ANNEX D Facial Hair Guidelines
- ANNEX E Uniform Display
- ANNEX F Uniform Standardization Committee



Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this 31<sup>st</sup> day of August, 2021.



Mark C. Tolbert  
Board President

**DISTRIBUTION:** All Department Personnel  
Public View Master Index – Internet  
Department Master Index – Intranet  
Policy Acknowledgement SyStem (PASS)

**SWORN AND NON-SWORN DRESS REGULATIONS**

A. Sworn Uniform and Non-Sworn Uniform Classifications

1. The Class A Uniform is defined as:
  - \*a. Long sleeve Flying Cross French blue shirt, the Department issued tie, metal name tag, metal collar insignia, chevrons (if applicable) and the metal badge
  - b. Navy blue trousers with French blue stripe (sworn members)
  - c. Navy blue trousers with red stripe (non-sworn members)
  - d. Eisenhower jacket (if issued or purchased)
  - \*e. Black or dark blue socks (no-show/below the ankle socks are prohibited)
  - f. Dress cap
  - g. Plain toe black shoes or boots with a high gloss, semi-gloss or patent leather finish
  - \*h. Concealable bullet resistant vest. This requirement can be waived by commanders when the member is not in an operational environment (e.g., presidential detail). The exterior vest carriers will not be worn with the Class A.
- \*2. The Class B Uniform is defined as:
  - a. Traditional
    - (1) Flying Cross French blue short/long sleeve shirt with metal name tag, metal collar insignia, chevrons (if applicable) and the metal badge
    - (2) Navy blue trousers with French blue stripe (sworn members)
    - (3) Navy blue trousers with red stripe (non-sworn members)

- b. Alternate
  - (1) Blauer French blue button-down Supershirt short/long sleeve (may be worn with an exterior or concealable carrier) with embroidered name tag, collar insignia, chevrons (if applicable) and the embroidered badge
  - (2) Blauer French blue pullover Armorskin short/long sleeve (only worn under the exterior carriers) with embroidered name tag, collar insignia, chevrons (if applicable) and the embroidered badge
  - (3) Navy blue trousers Flying Cross (Cross FX) Class A
- \*c. Black or dark blue socks with dress style or low top shoes
- \*d. Any color socks when wearing black boots
- e. Plain toe black shoes or boots
- f. Any Department issued jacket
- g. Military style sweater
- h. Turtleneck under a long sleeve shirt
- \*3. The Class C Uniforms is defined as any Department issued uniform that is not a Class A or B. The Uniform Standardization Committee will review any changes or suggestions for Class C Uniforms. Approved changes will be forwarded to the respective bureau commander for final approval. The Supply Section maintains a list of each Class C Uniform that has been approved for a unit or section. Examples of Class C uniforms are:
  - a. Polo shirt
  - b. BDU shirt and pants
  - c. Bicycle shirt and shorts
  - d. Insulated coveralls
  - e. T-shirt
- 4. Business Dress Attire is defined as:
  - a. Dress shirt,

- b. Slacks/pants,
- c. Sweater,
- d. Blouse (including shells),
- e. Skirt,
- f. Dress, and
- g. Dress shoes.
- h. Sport jacket/blazer and tie will be worn with this attire when a dress shirt is worn.

\*5. Business Casual Attire

- a. During duty hours, sworn and non-sworn members working in non-uniform assignments will be dressed in attire that reflects a professional appearance.
- \*b. Sworn Department members will have the option to wear the Class A, B, or C Uniform (if approved) in place of business casual attire, depending on their assignment.
- \*c. Business casual attire may include all items in Annex A, Section A, 4 with the addition of a polo shirt.

6. Court Attire

- a. A member appearing in court on a case directly related to the performance of police duty will be considered "on-duty" for sworn and non-sworn members' clothing purposes.
- b. A member will either wear a Class A or Class B Uniform, or business dress attire when attending a scheduled court related proceeding. Sworn members attending state or federal court will wear the Class A Uniform or business dress attire.
- \*c. A member appearing in a scheduled court proceeding as a defendant, or on a case not directly related to the performance of police duty, will obtain written approval from their bureau commander to wear the Class A, B, or C Uniform.

\*7. Secondary Employment Attire

Members will follow the guidelines in the written directive entitled, "Secondary Employment" for approved attire.

\*B. Casual attire (e.g. jeans) may be worn by members in administrative positions on Fridays. The attire will be determined by each respective division commander.

\*C. Clothing listed in this section are examples of inappropriate attire and is not all-inclusive. Clothing that will be considered unacceptable may consist of:

1. Overalls,
2. Casual graphic or inappropriate logo on T-shirts,
3. Sweatshirts and sweatpants,
4. Distressed pants/jeans with holes/tears, or leggings/stretch pants without a top of a reasonable length,
5. Shorts,
6. Excessively short or tight clothing,
7. Sheer or transparent clothing without clothing underneath,
8. Spaghetti straps not covered with another top,
9. Tennis shoes and flip flops.

D. Members may wear clothing that is other than business casual attire when the circumstances require moving from one office to another, training, etc., and if prior approval has been obtained from the division commander or designee.

E. Commanders and supervisors may specify additional or alternative dress and grooming requirements based on the business needs of the Department, i.e., business attire versus uniform. Commanders and supervisors will:

- \*1. Be responsible for discussing clothing options with members who may be dressed in violation of policy or in any other manner that:
  - a. Compromises a professional image, or
  - \*b. Creates unsafe/unsanitary conditions (e.g. footwear that exposes skin at crime scenes).

2. Take appropriate disciplinary action when members do not comply with the guidelines established for proper attire.
- F. Non-Department approved attire will not be worn with the uniform of sworn members.
  - G. Members not issued a uniform cap or jacket (e.g. detention facility officers) may wear a hat, cap, jacket, or sweater of professional style that is either navy blue or black in color with their uniform, if required by weather.



**CLASS A and CLASS B UNIFORM COMPONENTS**

A. Badge

1. Only current Department approved badges will be displayed on a member's uniform.
2. A non-uniformed member will carry and be able to display only current Department approved badges for their assignment while on-duty. An off-duty member will not display or use to identify themselves, any badge that is not their current Department approved badge.
- \*3. All badges worn will be displayed in the chest area utilizing a neck lanyard or a similar device by members not wearing a Class A or Class B uniform.

B. Bullet Resistant Vest (vest)

- \*1. All sworn uniformed officers and sergeants will wear the bullet resistant vest on-duty and when working law enforcement related secondary employment. Members are required to wear either the Department issued vest or a properly fitted vest with the Department approved protection. Sworn members working in administrative assignments are not required to wear the bullet resistant vest.
- \*2. Non-sworn members, who are issued a vest, must wear the vest when actively working in a field environment.
3. All vests will be worn with the soft trauma plate. The blunt trauma plate may be worn at the sworn member's discretion and expense. Vests must be worn according to the manufacturer's recommendations.
4. An exterior shirt style vest carrier (French blue) may be purchased at the member's own expense and worn over the uniform shirt.
- \*5. An exterior black ballistic vest carrier (molle vest) may be purchased at the member's own expense and worn over the uniform shirt. The protection panels already issued to the member will be used for the vest panels. The molle vest must be maintained to present a professional image (i.e., free from dirt, damage and wear).
  - a. Members will carry their duty weapon and primary magazines on their duty belt separate from the molle vest.

- b. Only Department approved patches are permitted to be worn on the molle vest.
- \*c. The amount of items placed on the molle vest shall not impede the ability to perform the physical duties of the member or their ability to operate a Department vehicle.
- \*d. Supervisors and commanders will inspect a member's molle vest and direct the member to make any necessary corrections to allow for safe and efficient police operations.
- e. The following items may be placed on the molle vest. Any other items will be prohibited, unless authorized by the Chief of Police or designee.
  - \*(1) Tourniquet
  - \*(2) Knife
  - \*(3) Straight baton
  - \*(4) Flashlight
  - \*(5) Shotgun shells (in an enclosed utility pocket)
  - (6) Cell phone
  - \*(7) Transmitter/Body Worn Camera
  - (8) Handcuffs
  - (9) Oleoresin Capsicum spray
  - (10) Enclosed utility pocket
  - (11) Two (2) additional handgun magazines and two (2) patrol rifle magazines
  - (12) Radio
  - \*(13) Conducted Energy Weapon
  - \*(14) Department approved, unaltered-traditional American flag patch

- f. The molle vest must display:
  - \*(1) "POLICE" on a 2" tall patch on the front and on a 4" tall patch on the back.
  - \*(2) Department issued metal badge on the front left side.
  - (3) A cloth name tag on the front right side.
- g. The member will attend a mandatory training block through the academy before the vest can be worn.
- 6. All lettering for the exterior vests will be white for members below the rank of sergeant and gold for members with the rank of sergeant and above.
- 7. The manufacturer's washing and cleaning instructions must be followed.

\*C. Baseball Style/Gore-Tex Stocking Caps

- \*1. Dark navy or black baseball style caps with "KCPD" or a black Gore-Tex stocking cap may be worn with the Class B uniform or any Department approved Class C uniform. A member may place their Department issued serial number on the cap. Under no circumstances will the caps be modified in any other manner.
- 2. The dress cap is the only cap that may be worn with the Class A Uniform.

D. Chevrons

The rank of sergeant is designated by a three-stripe chevron.

E. Cloth Badge

- 1. Only the cloth badge approved by the Chief of Police will be displayed on the Class C Uniform.
- \*2. Badge insignia will be silver colored for police officers and gold colored for sergeants and above. Cloth badges may be worn on the uniform jackets (excluding the Eisenhower jacket).

F. Element Insignia/Department Approved Pins

- \*1. Only element insignia pins or Department approved pins (e.g., CIT pin, pilot pin, American flag pin) may be worn on the Class A or Class B Uniform.
- 2. Only one element insignia pin will be worn at a time.

- \*3. Any Department approved cloth insignia worn on the Class C Uniform will be clean and neat in appearance.
4. Element specific pins may be worn permanently by past members as long as the member completed at least two (2) consecutive years of service in that particular element.

\*G. Conducted Energy Weapon (CEW)

1. All members who are personally assigned or are operating a Department vehicle that is assigned a CEW are required to carry it during their on-duty hours.
2. Under normal circumstances, the CEW will be worn on the support side, with the grip positioned in such a way as to require drawing the CEW with the non-dominant hand.
3. The dominant hand draw may be used if exigent circumstances prevent drawing the CEW with the support side hand. This allows the member the option of using the CEW if the member has applied an open hand technique with their support hand.
4. The CEW may be carried on the molle vest with prior approval of the holster, mounting bracket and positioning by the Physical Training and Defensive Tactics (PTDT) Section. The holster and mounting bracket will be purchased at the member's own expense and thereafter, any damaged equipment replacement will be evaluated per the current written directive entitled, "Claims for Damage to Personal Property."

\*H. Multipurpose Jacket

- \*1. Multipurpose jackets may be worn as either a lightweight or heavyweight jacket and only with the Class A, B, or C Uniform.
2. Only the Department approved badge/cloth badge patch, name plate/cloth name patch, Department patch, service stars, awards, or chevrons/rank insignia will be displayed on the jacket.

I. Eisenhower Uniform Jacket

- \*1. The Eisenhower jacket may be worn by all law enforcement members who are wearing the Class A Uniform. When wearing this jacket, the dress cap must be worn while outside. Exceptions may be made only for very brief periods, such as entering or exiting a vehicle.

- a. Sergeants and officers will be responsible for purchasing, maintaining, and replacing the Eisenhower jacket.
  - b. Commanders and sergeants may wear the Eisenhower jacket as optional attire.
  - c. Sworn members may only wear the Eisenhower jacket at ceremonial and special events, and while on administrative duties, to maintain uniformity.
2. Badge, name plate, Department patch, awards, and chevrons/rank insignia will be displayed on the jacket. Member's rank will be designated on the Eisenhower jacket lower sleeve as follows:
- a. Officer – One (1) wide French blue band
  - b. Sergeant – One (1) wide gold band chevrons on sleeves
  - c. Captain – Two (2) wide gold bands
  - d. Major – One (1) wide gold band, one (1) narrow gold band and one (1) wide gold band
  - e. Deputy Chief – Three (3) wide gold bands
  - f. Chief – Four (4) wide gold bands
- \*J. Baton – Side handle (PR-24, PR-24CD, or PR-22) or straight baton (e.g. Monadnock Expandable Baton, ASP, or Smith and Wesson)
- 1. Patrol officers will carry their baton or have it readily available at all times (including when working secondary employment assignments) except when on administrative duties or specific assignment as authorized by the division commander.
  - 2. The side handle baton will be worn on the member's non-gun side on the duty belt. The straight baton may be worn on the molle vest or the duty belt.
  - 3. The member will attend a mandatory training block through the Academy before the straight baton will be worn. The straight baton will be purchased at the member's own expense and be at least 21 inches when expanded and have an auto-lock feature.

K. Flashlight

1. Department issued flashlights may be carried by sworn members when performing police services.
2. Members may purchase alloy/aluminum or plastic flashlights at their own expense, provided they are no longer than a four (4) cell.
3. Flashlights with heavy-gauge, tubular steel barrels are not authorized.

L. Footwear

- \*1. Boots or sports shoes worn with the uniform will be black, plain-toe type, and will be polished.
2. Footwear with visible buckles or other ornaments will not be permitted.
3. Black, rubber, all-weather overshoes may be worn in inclement weather and removed when weather conditions permit. Overshoes must be fully zipped or buckled at all times.

M. Gloves

Gloves worn with the uniform must be black, of normal length, and have no decorative design.

\*N. Handcuffs

1. Handcuffs will be secured in cases consistent with current Department policy and training.
2. Sworn members will not carry more than two handcuffs on their belts or molle vest.
3. An open handcuff case or double handcuff case:
  - a. Will be purchased at the member's own expense, and
  - b. Must match the member's duty belt and/or molle vest.
4. Personal handcuffs will only be a color tone of silver or black.

O. Holster

1. While in uniform, sworn members will be required to carry their firearm in a Department approved holster.

2. Members issued a thumb-break holster will not remove the adjusting screw located on the inside portion of the hood. Issued holsters will not be altered in any way.
3. Holsters not authorized or issued are prohibited.

P. Leaded Slaps

Commonly referred to as slappers or blackjacks, are prohibited.

Q. Leather Equipment

1. All leather equipment will be maintained in such a condition as to pass inspection at any time.
2. The use of lacquer or spray-type chemicals on leather goods is prohibited.
3. Sworn members assigned to administrative duties may, with permission from their commanders, remove any equipment deemed unnecessary for their current assignment.

R. Magazine Case

Sworn members will be required to carry one of the following on the duty belt:

1. Single or double magazine case (Department issued).
2. Triple magazine case (purchased at the sworn member's own expense and must match the Department issued leather gear).

S. Metal Equipment

All metal insignias worn, including the metal on uniform leather, will be polished and clean.

T. Military Style Sweater

1. Sworn members may purchase and wear a military style sweater in navy blue (with epaulets, badge, and name tag tabs with eyelets). The sweater is to be worn over the long sleeve uniform shirt only.
2. Only the Department issued badge, name plate, collar chevrons or epaulet rank insignias will be worn on the sweater.

\*3. The current uniform provider has the approved military sweater available for members to purchase.

\*U. Oleoresin Capsicum

The Department issued canister and holder will be worn on the duty belt or the molle vest (Commanders are exempt unless working secondary employment).

\*V. Mobile Phones

Non-issued mobile phones carried by members in uniform must match the member's duty belt and/or molle vest.

\*W. Pockets

Bulky articles will not be carried in the pants, shirt, or jacket pockets. Pockets must be able to be closed.

X. Raincoat

1. The Department issued raincoat may be worn in inclement weather. It may be worn briefly without identifying insignia.
2. If the raincoat is worn for any extended period of time, the badge must be displayed in the place provided on the coat.

\*Y. Rank Band

Gold rank bands will be displayed on dress caps of sergeants and above.

Z. Ribbons

Only those ribbons awarded/issued by the Department may be displayed on the uniform. Replacement ribbons may be obtained from the Media Relations Office. Members issued more than one Department ribbon will:

1. Display the ribbons as shown in Annex E. Ribbons will be positioned identically on Department issued jackets.
2. Center the bottom ribbons an equal distance from the inner and outer edges of, and immediately above, the right shirt/jacket pocket.
3. Place the highest award/degree ribbon nearest the heart. Others will follow by order of importance, i.e., from the heart.



AA. Service Stars

Display of Department approved service stars on the Department issued jackets is optional. Service stars will be displayed as shown in Annex E:

1. Five (5) years of service - 1 silver star
2. Ten (10) years of service - 1 gold star
3. Fifteen (15) years of service - 1 gold star and 1 silver star
4. Twenty (20) years of service - 2 gold stars
5. Twenty-five (25) years of service - 2 gold stars and 1 silver star
6. Thirty (30) years of service - 3 gold stars
- \*7. Thirty-five (35) years of service- 3 gold stars and 1 silver star

BB. Sunglasses

All sunglasses and neck straps/bands for glasses worn by on-duty sworn members, whether in uniform or plain clothes, must be professional in style, color, and non-mirrored.

CC. Tie Tacks/Tie Bar

Small gold or silver color tie tacks/bar may be worn with the Department issued tie.

DD. Turtleneck Undershirt

1. Department members may purchase and wear a navy blue turtleneck under the long sleeve uniform shirt only.
  - a. The turtleneck will be plain or embroidered with either the white or gold "K.C.P.D." logo.
  - b. The uniform shirt collar will be open.
- \*2. The current uniform provider has the approved turtleneck available for members to purchase.

EE. T-Shirt

1. Uniformed sworn members may wear any T-shirt that is white, navy blue or black, clean, not frayed, and free of holes (not specifically designed into the shirt for cooling and ventilation).
2. T-shirts of other colors may only be worn if they are not visible with the Class A or Class B Uniform.
3. Navy blue T-shirts may be worn with the blue BDU jackets.

**PERSONAL APPEARANCE**

- A. All members will maintain personal habits of cleanliness and hygiene.
- B. Hair must be professional in appearance.
  - \*1. All members in uniform will wear their hair in neat and professional styles that are safe and do not interfere with equipment. Hair will be kept so it does not fall over the eyebrows and does not extend below the bottom edge of the shirt collar. Hair longer than collar length will be in a bun, ponytail, or braids. Only navy blue or black hair accessories will be worn.
  - 2. Members in uniform may wear a wig or hairpiece if it conforms to the hair grooming standards.
  - 3. Hairstyles and hair colors of all Department members must be consistent with a professional image.
- C. All members may wear sideburns that are neatly trimmed. The base must be a clean-shaven horizontal line and will not extend below the lowest portion of the ear. Sideburns will not be flared more than one-fourth inch from the natural width at the top.
- D. Fingernails must not be excessive to a length that might interfere with the safe operation of equipment or constitute a safety hazard (i.e., firing the handgun/shotgun, handcuffing, becoming involved in physical altercations, etc.). If fingernail polish is worn, the color must be professional.
- \*E. Makeup of members must be consistent with a professional image.
- \*F. Tattoos will not be visible if they are profane, offensive, or suggestive.
  - 1. Visible tattoos above the uniform collar are prohibited.
  - 2. After the effective date of this policy, newly hired members and current members will not obtain tattoos above the uniform collar.
- G. Jewelry
  - 1. Necklaces will not be visible when worn with any police designated uniform.

- \*2. Visible piercing ornaments (other than earrings), tongue piercings, and ear stretching/gauging are strictly prohibited by all members working on-duty, or representing the Department at a law enforcement related event or secondary employment.
- \*3. Sworn members may only wear one pair of small stud earrings with any uniform while on-duty. This does not apply to those in covert assignments.

**\*FACIAL HAIR GUIDELINES**

A. Facial Hair

1. All sworn members (other than those in covert assignments) will keep their face clean-shaven unless they desire to wear a moustache. Moustaches will be neat, lay flat, and will not extend beyond the corners of the mouth.
2. Only non-sworn members are permitted to have neat professional beards, barring a medical exemption.

\*B. Members desiring a religious waiver will contact HRD.

C. Medical Exemption For Sworn Members

1. To request a medical exemption, the member will:
  - a. Contact the Benefits Section Supervisor to receive the Request For Exemption From Uniform and Personal Appearance Regulations, Form 5053 P.D. This form is to be completed by the member and the member's treating physician.
  - b. Continue to comply with Department policy prohibiting beards until such time the exemption requested has been certified, if a current exemption is not on file.
  - c. Ensure the following information has been documented on Form 5053 P.D.:
    - (1) The nature of the skin condition,
    - (2) The degree and/or severity of the condition,
    - (3) The duration of the condition,
    - (4) The extent to which the condition affects the ability of the member to comply with Annex D, Section A, 1 of this written directive,
    - (5) An explanation as to why the exemption is necessary, and
    - (6) The date on which the treating physician last examined the sworn member for such condition.

- d. Submit to an examination by a Department appointed and paid dermatologist, if the Department determines that there is insufficient documentation from the member's treating physician (or other health care professional) to substantiate that the member has a disability protected by the Americans with Disability Act (ADA) and needs a reasonable accommodation. Before requiring the member to submit to an examination by a Department dermatologist, the Department shall explain why the documentation is insufficient and allow the member an opportunity to provide the missing information in a timely manner.
    - e. Receive a copy of the Exemption Authorization, Form 5054 P.D., from the Benefits Section Supervisor upon certification.
  2. Documentation is insufficient if it does not specify the existence of an ADA disability and explain the need for a reasonable accommodation. Documentation also might be insufficient when, for example:
    - a. The health care professional does not have the expertise to give an opinion about the sworn member's medical condition and the limitations imposed by it; or
    - b. The information does not specify the functional limitations due to the disability; or
    - c. Other factors indicate that the information provided is not credible or is fraudulent.
  3. If a sworn member provides insufficient documentation, the Department does not have to provide reasonable accommodation until sufficient documentation is provided.
- D. Upon receiving Form 5054 P.D., the member will:
  1. Keep facial hair trimmed and neat, not to exceed ¼ inch in length.
  2. Not be permitted to wear a goatee, a "designer" beard, or a "chin strap" beard, or any other customized beard style while on-duty or working secondary employment in a law enforcement capacity.
  3. Be prepared to shave and have the shaving equipment necessary and available to do so in the event of a mobilization requiring the use of a gas mask or other self-contained breathing apparatus.
  4. Reapply for an exemption on or before the date the exemption expires.

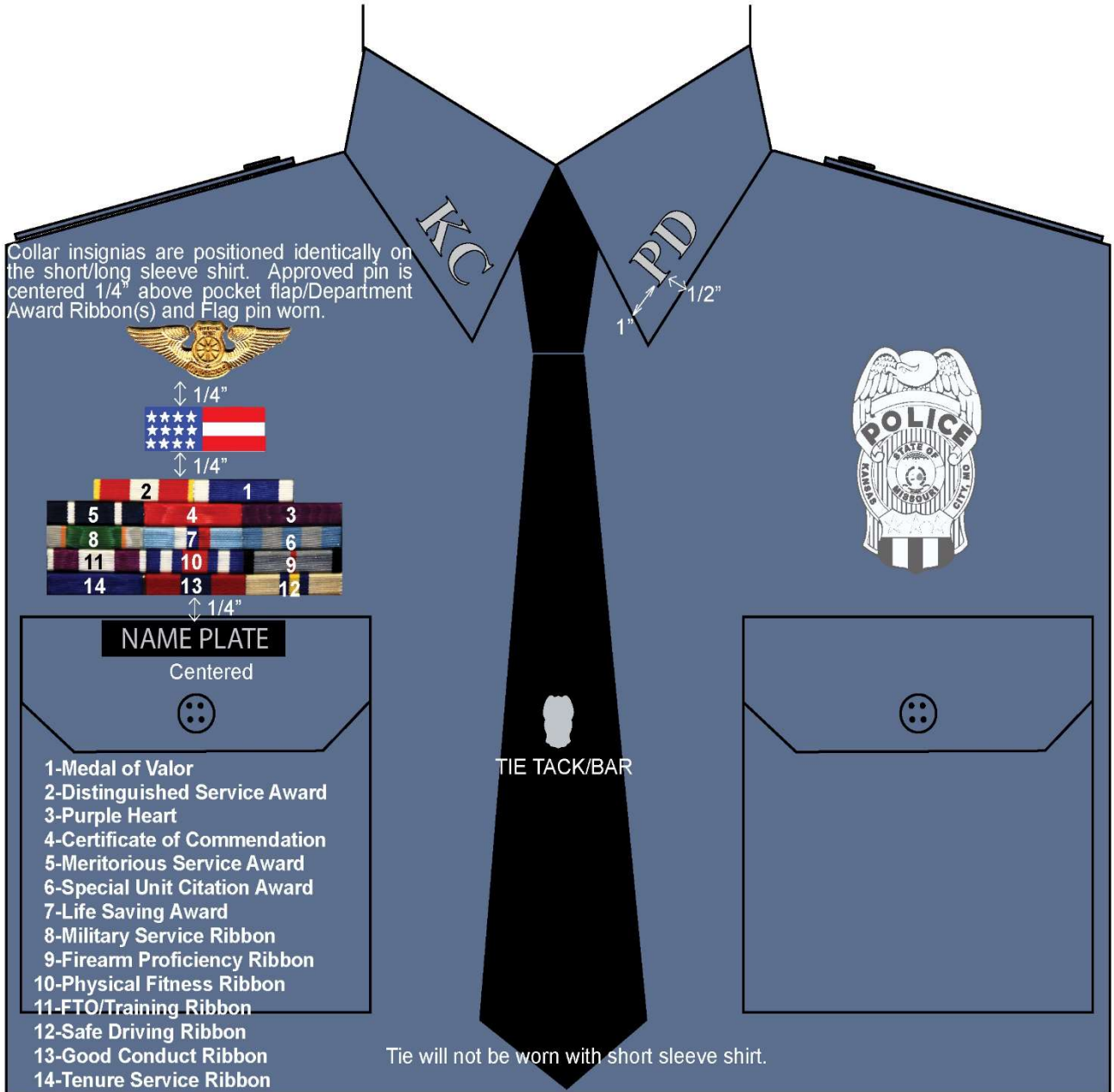
- E. The Benefits Section Supervisor will:
1. Forward the Form 5053 P.D. to the sworn member requesting an exemption.
  2. Upon certification, ensure the date of issuance and the date of expiration are recorded on the sworn member's copy of the Form 5054 P.D.
  3. Ensure the Form 5053 P.D., submitted by the sworn member in support of the exemption, and the original Form 5054 P.D. are placed in the sworn member's medical file.
  4. Ensure the sworn member receives a copy of the Form 5054 P.D.
  5. Forward a copy of the Form 5054 P.D. to the division commander of the sworn member's unit of assignment. This form does not contain medical information.
- F. The sworn member's division commander will ensure a copy of the Form 5054 P.D. is placed in the sworn member's unit file.

UNIFORM DISPLAY  
EISENHOWER UNIFORM JACKET



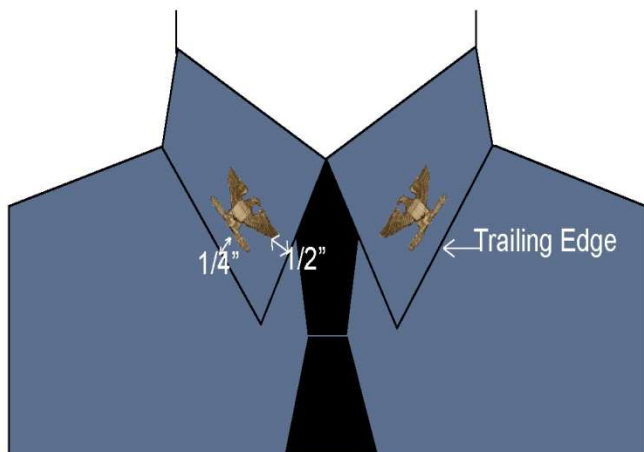


**SHORT/LONG SLEEVE SHIRT  
WHEN WORN WITHOUT UNIFORM JACKET**



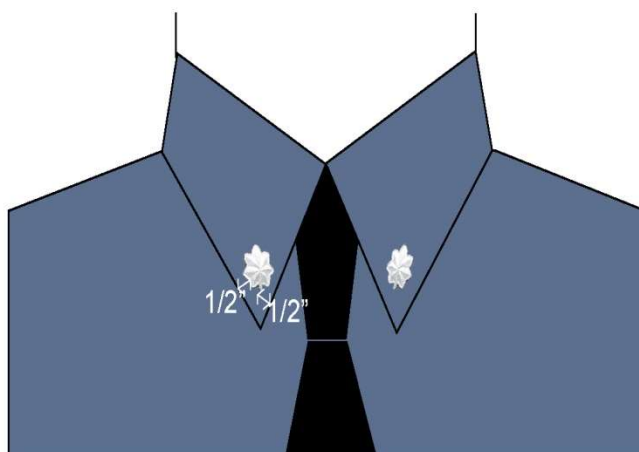
**-Chef of Police-**

Rank insignia is positioned with the bottom parallel to the trailing edge of collar. (Eagles facing forward)



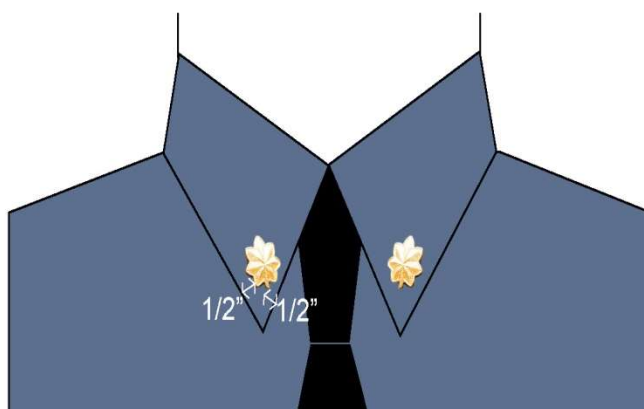
**-Deputy Chief-**

Rank insignia is positioned with leaf stem pointed at collar point.



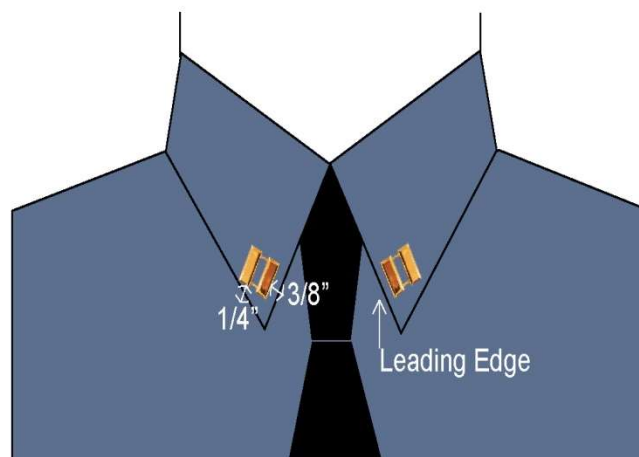
**-Major-**

Rank insignia is positioned with leaf stem pointed at collar point.



**-Captain-**

Rank insignia is positioned parallel to leading edge of collar.



**EISENHOWER UNIFORM JACKET**



**JACKET SLEEVES**  
 No Department patch on right sleeve.  
 Service stars are worn on left sleeve.

**DEPARTMENT PATCH**  
 Top of Department patch is centered and 1" down from the shoulder seam.

**CHEVRONS**  
 Chevrons are centered and top of point is 1/2" down from bottom of Department patch.

Sleeves without Department patch, chevrons are centered and top of point is 4 1/2" down from shoulder seam.

**DUAL-PURPOSE (NYLON) JACKET**



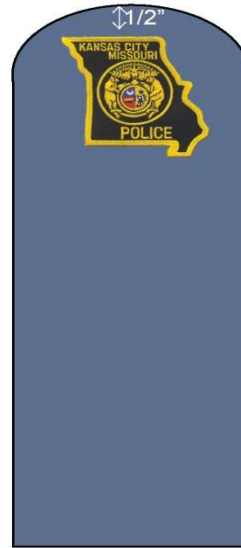
**UNIFORM SLEEVE REQUIRING DEPARTMENT PATCH-LEFT SLEEVE ONLY**

**UNIFORM SHIRT SLEEVE**



**CHEVRONS**

Chevrons on short/long sleeve shirts are centered and top of point is 4" down from shoulder seam.



**DEPARTMENT PATCH**

Top of Department patch is centered and 1/2" down from the shoulder seam.

**CHEVRONS**

Chevrons are not displayed on uniforms requiring Department patch.

**PLACEMENT OF RANK INSIGNIA ON THE EPAULET OF THE UNIFORM JACKET**



All rank insignia are centered on the outer square of the epaulet.

-Chief of Police- and -Captain- insignia are positioned parallel to the outer edge of the square.

-Deputy Chief- and -Major- are positioned with the leaf stem directed at the outer edge of the square.

**UNIFORM STANDARDIZATION COMMITTEE**

- A. Members requesting modification or additions to the current issued uniform and/or equipment will contact the Supply Section to determine if the requested change to the uniform has been previously approved. If the request has not been approved, the member will submit a written request through their chain of command to the Uniform Standardization Committee Chairperson. The request will include research on the item in addition to the specifics of the item (i.e., designs, pictures, diagrams, and costs).
  
- B. The Uniform Standardization Committee will review all requests for changes in equipment, Department members clothing, and personal appearance. In addition, all items requested for test purposes will be approved by the Committee before testing is conducted. Recommendations by the Committee will be forwarded to the respective bureau commander for approval.
  
- C. The Uniform Standardization Committee will be comprised of the following members:
  - 1. Chairperson (Appointed by the Chief of Police)
  - 2. Patrol Bureau representative (Appointed by the Patrol Bureau Commander)
  - 3. Administration Bureau representative (Appointed by the Administration Bureau Commander)
  - 4. Investigations Bureau representative (Appointed by the Investigations Bureau Commander)
  - 5. Financial Services Unit Commander
  - 6. Purchasing Section Supervisor
  - 7. Supply Unit Supervisor
  - \*8. Fraternal Order of Police Lodge 99 sworn and non-sworn representatives
  - \*9. Fraternal Order of Police Lodge 102 representative
  - 10. Research and Development Division representative (Appointed by the Research and Development Unit Commander)