WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Dress Code		Policy # 5.1.44
Accreditation N/A		
Effective Date: January 1, 2008	Revised Date: September 21, 2012	
By Authority Of: Chief A. Dale Mabry	Signature:	

5.1.44 DRESS CODE

A. PURPOSE

To provide guidelines to all officers and employees concerning the proper wearing of the issued Police uniform; to establish a dress code for non-uniformed clothing worn by officers and employees performing Police functions and to outline standards for personal hygiene, cleanliness and grooming.

B. POLICY

This policy is to ensure officers and employees:

- Project a neat and well groomed appearance.
- Convey the authority and professionalism of the Police Department.
- Are immediately recognizable as Police Officers when in uniform.
- Wear the Police uniform and accessories in a consistent manner and according to approved guidelines.

C. DEFINITIONS

1. Uniform of the Day (Officers) - That uniform which is designated to be worn by the on-duty Patrol shift.

2. Uniform of the Day (Employees) - Issued uniform worn in a manner prescribed by the Chief of Police or his designee.

D. REGULATIONS

1. Department authorized uniforms and accessories will be issued to those officers and employees who are assigned to duties requiring uniforms. These uniforms and accessories, and only these uniforms and accessories, will be worn while on duty.

2. Issued uniforms and accessories will not be altered or changed in any manner which will effect the shape or appearance of the uniform or accessory.

3. Issued uniforms will be worn properly maintained, freshly laundered, and neatly pressed with no holes, rips, spots, or stains. Issued accessories will be properly maintained and cleaned or shined, as needed.

4. Uniform personnel, while on duty, will be in complete uniform. All officers on duty during a particular shift will be dressed alike. Adding or deleting parts of the uniform because of weather conditions or temperature changes will be at the discretion of the ranking supervisor on duty at the time.

E. NON-UNIFORMED AND OFF-DUTY ASSIGNMENTS

1. **Male** officers assigned to on duty non-uniformed duties. Generally, detectives and other officers assigned to non-uniformed duties should dress in a suit and tie or sport coat, trousers and tie and present a clean, neat, business like appearance. With prior approval from the Chief of Police or his designee, deviation from this general rule is allowed, however, any deviation should tend to lead toward the accomplishment of a police purpose.

2. **Female** officers assigned to on duty non-uniformed duties. Clothing should be neat, clean and present a business like appearance. Clothing which is too casual or informal is inappropriate. With prior approval from the Chief of Police or his designee, deviation from this general rule is allowed, however, any deviation should tend to lead toward the accomplishment of a police purpose.

3 **Off duty** officers performing a **non-uniformed** police function. Same general rules apply to officers assigned to on duty non-uniformed assignments.

4. **Off duty** officers performing a **uniformed** police function. Uniform of the day will be worn.

5. **Non-Uniformed civilian** employees. Clothing should be neat, clean, and present a business like appearance. Clothing which is too casual or informal is inappropriate.

6. Any deviation from any of the provisions stated in this policy must be approved in advance by the Chief of Police or his designee.

F. UNIFORM

1. **Hat**

   a. The hat will be worn while on duty outside of vehicle and in view of the general public.
   b. The hat may be worn while on duty inside of the police vehicle.
   c. The hat will be worn straight on the head so the hat band creates a straight line around the head parallel to the ground.

d. A hat shield will be issued to all officers and worn on the front of the hat.
e. The winter fur hat is to be worn in the manner previously described with the hat shield attached.

2 Winter Shirts

a. All buttons on the collar, sleeves, pockets, and front of the shirt will be buttoned.
b. The sleeves will not be rolled up.
c. The color of the shirt for command will be different than the color of the shirt for all other officers.

3. **Summer Shirts**

a. All buttons on the front of the shirt and the pockets will be buttoned except the top collar button. When a tie is worn, the top collar button will be buttoned.
b. The sleeves will not be rolled up.
c. Occasionally, on spring or fall days, the light-weight jacket is worn with the summer shirt. When this occurs, a black tie will also be worn.
d. The color of the shirt for command will be different than the color of the shirt for all other officers.

4. **Tie**

a. Black ties will be issued and worn properly adjusted with the winter shirt or, on occasion, with the summer shirt.
b. Ties are made with button holes on the back loop. This tie loop will be buttoned to the appropriate button on the front of the shirt.

5. **Trousers -** Trousers will be worn in an appropriate manner. The back pocket flaps will be buttoned.

6. **Shoes* -** Only approved footwear will be worn. Shoes will be black, polished, and in good repair. Loafers are not permitted. Any exceptions will be for medical reasons only.

7. **Boots***

a. Only approved foul weather gear will be permitted.
b. Only special units, when operational, will be permitted special footwear.

8. **Outer Garments**

a. Light-weight and winter jackets when worn in public will be zipped to the center of the two pocket buttons. Rain coats will be worn in the appropriate manner.
b. Pockets will be buttoned at all times.

9. **Badge -** Will be affixed to the tab above the left pocket on both the shirt and the outermost garment. Excluding raincoat.

10. **Nameplate -** Will be centered on the shirt's right pocket flap with the top edge of the nameplate parallel to and abutting the top seam of the pocket.

11. **Citation bars -** Will be worn centered on the left pocket flap of the shirt. The citation bar may also be worn on the left pocket flap of the light-weight jacket or winter jacket. The top edge of the citation bar will be parallel to and abutting the top seam of the left pocket flap. Citation bars will not be worn on the raincoat.

12. **Whistle and Chain -** Uniformed officers assigned to patrol division and the traffic safety unit, the chain will be secured to the button on the right shoulder epaulet. The whistle will be carried inside the right shirt pocket entering the pocket on the right side nearest the right sleeve. When the light-weight jacket, the winter jacket or raincoat is worn, the whistle and chain will still be worn on the shirt.

13. **Tie Tacks -** Issued tie tacks will be centered on the tie forming a straight line between the two (2) shirt pocket buttons.

14. **Rank Insignia -** Command officers will wear rank insignias on the epaulets of the shirts, light-weight jack and winter jacket.

15. **Sergeant's Chevrons -** Sergeants will wear chevrons on both sleeves of the shirt, light-weight jacket and winter jacket.

16. **Collar Insignia -** Command officers will wear rank insignia on shirts. Sergeants will wear rank insignia on shirts. Patrolman will wear WNPD insignia on both sides of shirt. Special unit insignias will be worn on the right side and the insignia denoting their rank will be worn on the left side.

17. **Socks -** Black or dark grey socks will be worn with the uniform.

18. **Tee-Shirts -** A tee-shirt may or may not be worn with the uniform, however, if a tee-shirt is worn, only the neck area to the first (top) button of summer shirt will be exposed.

19. **Belt* -** A personal black belt will be worn through the trouser belt loops under the Sam Browne leather belt.

20. **Sam Brown Belt* and Buckle -** This issued belt and buckle will be worn around the waist over the trouser belt not through the trouser belt loops. Issued belt keepers will be worn to hold the Sam Brown belt in place.

21. **Holster*** - Right handed - worn on Sam Brown belt in the right hip area.

22. **Magazine Pouch*** - Worn on the front part of the Sam Brown belt on the right side between the holster and the belt buckle; or on the left side between the buckle & PR-24 holder.

23. **Magazine -** Carried inside the magazine pouch.

24. **PR-24 Baton Holder* -** This accessory is worn on the Sam Brown belt and is the first item on the left side of the belt buckle. This will be the second item if magazine pouch is worn as the first item.

25. **PR-24 Baton -** The PR-24 baton will be carried in the PR-24 baton holder when the officer is outside of the police vehicle.

26. **Portable Radio Holder* -** This accessory will be worn on the Sam Browne belt to the immediate left of the PR-24 baton holder.

27. **Portable Radio -** The portable radio will be carried in the portable radio holder when the officer is outside the police vehicle.

28. **Handcuff Case* -** This accessory will be worn on the Sam Browne belt to the immediate left of the portable radio holder.

29. **Handcuffs -** Handcuffs will be carried in the handcuff case.

30. **Mourning Bands –** Mourning Bands shall be worn based on the following guidelines:

    a. **Within your agency** ~ from the time of death until midnight on the 14th day after the death
    b. **Within your region** ~ from the time of death until midnight on the day of the funeral
    c. **Funeral attendee** ~ out-of-region officers while attending funeral
    d. **National Peace Officers Memorial Day (May 15th)** ~ from 0001 hours until 2359 hours

Note: For left-handed officers, the positioning of the accessories will be reversed.

*All leather accessories worn by officers assigned to patrol division will be cleaned, polished and worn according to departmental policy.

H. JEWELRY

1. No bracelets, earrings, neck chains, medals, charms, or other jewelry may be visibly worn with the uniform. Wrist watches and reasonable rings are allowed.

2. **Exposed Items -** Wallets, combs, brushes, cigarettes, cigars, pipes, eyeglasses, sunglasses or any other items will not be carried on the uniform if they are visible or if they cause exaggerated protrusions of the uniform. No items will be exposed on the uniform unless issued or approved in advance by the Chief of Police or his designee.

3. **Pens/Pencils -** Pens and/or pencils may be carried exposed in the pen/pencil division of the left shirt pocket.

4. **Winter Accessories -** During cold weather, officers may wear a scarf and gloves with the uniform. Only plain black scarves and black gloves are permissible. Officers may use orange gloves when directing traffic.Officers may wear a sweater over the winter shirt and under the light-weight and winter jackets. If this is done, no part of the sweater may be visible below bottom of outer garment.

I. LIMITED DUTY, DESK DUTY AND OTHER SPECIAL DUTY OFFICERS

1. Uniformed officers assigned to any duty other than normal patrol duties will dress consistent with the uniform of the day worn by the on-duty patrol shift. Any deviation from the uniform of the day must be approved in advance by the Chief of Police or his designee.

2. It shall be the responsibility of all supervisory personnel to inspect and insure that employees of their command comply with the aforementioned policy and regulations.