

Lavallette Police Department STANDING OPERATING PROCEDURE	Number 1-8	Effective Date: July 1, 2014
Reference:	Subject: Uniforms, Equipment and Appearance	
	O.P.I Number	Rescinds: 9/30/08, 6/1/14

Issuing Authority: Chief Colin M. Grant

SUBJECT: Uniforms, Equipment and Appearance

Purpose:

The purpose of this SOP is to provide guidelines for members of the department in regards to the different classifications of authorized uniforms and equipment.

Policy:

The department recognizes the importance that a professional image contributes to the achievements of its goals and objectives. All members must follow the following established regulations and guidelines that set forth acceptable uniform and appearance standards. No exceptions to these guidelines shall be permitted without the approval of the Chief of Police.

Procedure:

A. AUTHORIZED DEPARTMENT UNIFORMS

The department authorizes the following uniforms. Specifications for uniform items shall be published by memo yearly if necessary, or upon any change to specifications. Only authorized uniform items shall be worn.

1. Class B Standard Uniform

1. Uniform shirt (according to season)
2. Uniform pants
3. Uniform Hat
4. Uniform Tie
5. Authorized Footwear
6. Standard Leather Gear (Basket weave or plain; no mix or matching)
7. Winter Coat (leather optional)
8. Short Blauer type jacket
9. Navy Blue Commando Style sweater
10. Mock turtleneck shirt (Navy; [embroidered w/ white or gold depending on rank] "LPD")
11. High neck white T-shirt
12. Nameplate
13. Tie clasp
14. Collar brass
15. Fur style Trooper Hat

2. Class C Uniform (Inclement weather uniform)

1. BDU style pants
2. BDU style shirt
3. authorized footwear
4. Mock turtleneck shirt (Navy; [embroidered w/white or gold depending on rank] "LPD")
5. Navy Blue Commando style sweater
6. High neck white T-shirt
7. baseball style cap with either department patch or "POLICE" written across
8. Fur style trooper hat
9. wool hat
10. nylon duty gear

3. Bicycle Uniform

1. Police bicycle shorts (seasonal)
2. Police short sleeve staff style golf/polo shirt (seasonal)
3. White socks
4. sneakers
5. Two piece Gortex Police Bicycle Rain suit
6. Bicycle Helmet
7. Bicycle Gloves
8. Nylon duty gear and accessories

4. Class A Uniform (optional)

1. Dress Blouse
2. Dress Hat
3. Dress Tie
4. Boots/shoes
5. Standard Leather Gear items; belt, holster, cuff case, magazine pouch

6. Sam Brown
7. Navy Blue shirt

B. UNIFORM AUTHORIZATION

1. Class B Standard Uniform

The standard uniform is to be worn by all officers when assigned to patrol duties. The seasonal change of uniform shirt is dependent upon weather conditions or directed by the chief of police. The shift supervisor shall decide for the entire shift, unless directed by the chief of police, which uniform shirt and accessories (i.e.: tie, mock turtleneck, Sam brown belt, sweater) shall be worn during the shift.

IT SHALL BE THE SHIFT SUPERVISOR'S RESPONSIBILITY TO SEE THAT ALL OFFICERS WORKING ON HIS SHIFT ARE DRESSED IN THE SAME WAY.

C. UNIFORM REGULATIONS

1. Sworn Officer's Duty Uniform

- a. All uniform items must be tailored to fit the individual
- b. All uniforms shall be kept neat, clean and pressed
- c. All departmental issued equipment shall be kept in good working order. All items needing replacement or repair should be reported to the officer's supervisor, who should then notify the chief of police.
- d. All leather gear including shoes and boots shall be kept shined and in good repair.
- e. Black socks must be worn with low quarter shoes.
- f. Breast badge must be worn on the outermost garment unless that garment is the uniform sweater.
- g. High neck white T-shirts must be worn with any open collar uniform shirt.
- h. Badge must be carried on your person whenever working in civilian clothes.
- i. Officers shall carry departmental identification at all times.

D. COMMUNICATIONS

Personnel assigned to these duties shall wear the following:

1. Department issued uniform shirt and/or fleece.
2. No sneakers.
3. Uniforms shall be maintained in a neat and clean fashion.
4. New or replacement items shall be requested via the dispatcher supervisor.

E. CIVILLIAN ATTIRE

1. Non sworn personnel shall wear neat, clean and contemporary business style apparel during their work hours.
2. No blue jeans, T-shirts or sneakers shall be worn during regular working hours.
3. The only exception to this style of business attire shall be during severe inclement weather.

F. SWORN OFFICER'S APPEARANCE

1. Hair

- a. Hair shall be kept neat, clean and styled to present a groomed appearance. The length, bulk or appearance of the hair shall not be ragged or unkempt.
- b. Hair coloring must appear natural.
- c. Hair in front will be styled so that it does not fall below the band of a properly worn uniform hat.
- d. Hair shall not touch the collar.
- e. Female officers may wear their hair so that it is slightly over the ears, but in no case shall the bulk or length of the hair interfere with the proper wearing of the uniform hat.
- f. Pony tails or breaded hair will not be permitted.
- g. A bun, twist or French braid shall be permitted provided it is neat and does not interfere with the proper wearing of the uniform hat.
- h. No ribbons or adornments shall be permitted excluding inconspicuous pins or barrettes that blend with the natural hair color.
- i. Sideburns shall not extend below the bottom of the ear.
- j. Mustaches are permitted but must be neatly trimmed and must not extend beyond the corners of the mouth where the lips join.
- k. Beards are not allowed without the permission of the chief of police and only for assigned investigative or special duties.

2. Jewelry

- a. Officers are prohibited from wearing earrings on duty.
- b. Officers may wear a wrist chain or bracelet as long as it does not dangle such as a charm bracelet or its design presents a safety hazard.
- c. Necklaces or neck chains worn by officers must be placed and kept inside the uniform or T-shirt so as not to be visible.