



Sheridan Police Department
Policies and Procedures
17.1 Replaces 304.5
Chapter 17 – Uniforms & Equipment
Section 1 – Appearance

Date: January 1, 2013
Revised: 3/29/2017, 4/5/2021, 2/9/2022

Signature:

An employee's personal appearance influences the public's perception of both the individual and the organization. A neat professional appearance inspires confidence in the employee's abilities. For these reasons, it is very important that every department member provide a professional appearance.

17.1.1 General Appearance

- A. All employees are responsible for maintaining a neat, clean, and professional appearance.
- B. It is the responsibility of all command and supervisory officers to see that all members of the department maintain a professional appearance.
- C. Uniformed members of the department have a special responsibility to maintain a professional appearance as the dark blue uniform is symbolic of the dignity and authority of the law enforcement profession. The uniform is easily recognized by the general public and, when properly worn and cared for, projects the image of an alert, responsive agency which takes pride in its work.
- D. Uniform Maintenance
 - 1. Officers are expected to maintain their uniforms in a neat and serviceable condition, and to make necessary repairs and replacements as needed. Officers shall not wear uniform garments, equipment, or accessories, which are faded, frayed, worn, torn, dirty, or in a state of disrepair. Uniform items shall be well maintained, clean, pressed, and serviceable.
 - 2. All footwear shall be well maintained and polished.
 - 3. All duty gear shall be well maintained.
 - 4. All rank insignias, badges, nameplates, and authorized awards made of materials that may tarnish will be highly polished and well maintained.
- E. All officers shall be able to produce and wear a complete authorized and serviceable uniform at any time regardless of assignment.
- F. The department uniform (including any portion of the uniform) may be worn only while on duty or attending a departmentally sanctioned event or function, or while traveling directly to and from home and work.
- G. All employees shall adhere to standards of good personal hygiene and grooming while on duty.
 - 1. Hair length of male officers shall not exceed over the collar or past mid ear and shall not hang over the middle of the forehead. Hair length for female employees may be longer, however, must not interfere with her abilities to perform duties in a safe manner. All hair lengths and styles must not detract from the employee's overall appearance and ability to perform assigned tasks.

2. Members using hair coloring will ensure the coloring used looks natural in color (the common hair colors that exist without the aid of dyes or additives (i.e. - blonde, brown, black and auburn).
3. Mustaches must be kept trimmed and cannot hang over the lip.
4. Sideburns shall not exceed past the bottom of the ear and shall be no more than two (2) inches in width.
5. Employees wishing to grow or wear beards shall:
 - a. Have a seventy-two (72) hour growth of beard before reporting for duty and continue to allow growth to a full beard;
 - b. Not allow patchy or spotty clumps of facial hair;
 - c. Be well groomed and neatly trimmed;
 - d. Not allow the length to exceed one half (1/2) inch for the bulk of the beard.
6. In the event the chief of police, captain, or a bureau lieutenant deems facial hair to be unsightly, the employee will shave.

H. Accessories

1. All jewelry, including earrings, must be conservative in style and the design such that it does not interfere with the employee's personal safety or professional image. For those employees in uniform; it must not detract from the para-military image that the uniform displays.
 - a. Male officers shall not wear earrings while in uniform or on duty assignments.
 - b. Dangling earrings for sworn personnel are prohibited.
 - c. Necklaces may be worn by sworn personnel while in uniform but will be tucked inside of the uniform and will not be visible.
2. Sunglasses shall be conservative in style. Mirrored sunglasses are not authorized. Except in traffic situations, employees will remove their sunglasses when addressing a citizen - unless the glasses are prescription.

I. Tattoos - Generally, tattoos are allowed to be visible while representing the department so long as they are approved by the Chief of Police or his/her designee. The following limitations regarding the display of tattoos while representing the department will be followed:

1. Any and all tattoos, body art, or brands must be concealed under the following circumstances;
 - a. While wearing a Class A Uniform;
 - b. While wearing a business suit;
 - c. While engaged in any court appearance.
2. Tattoos may not be visible if located on the hands (below the wrist notch), face, neck or head.
3. Regardless of location, tattoos visible to the public shall not contain profanity, nudity, racial slurs, gang related content or any other content reasonably expected to be offensive. This list is not all inclusive and the chief of police or their designee will have final determination.
4. No unusual attire may be worn to circumvent the intent of this policy.
5. Exceptions to the grooming standards can be made by a bureau commander based upon assignment. However, the standards must be met when in a uniform duty.
6. If there is a question of whether or not any tattoo may be displayed, the current chief of police will have the final say in determination, regardless of previous administration decisions.

- J. Facial ornamentation, other than earrings for females, shall not be worn.
- K. If cosmetics and nail polish are worn, they will be professional.

17.1.2 Sworn Uniformed Personnel Dress Specifications

- A. The standard department uniform will consist of the following articles and will be worn as set forth in this order unless directed otherwise by a commanding officer for special assignment or limited duties:
 - 1. Dress shirt - dark blue with department patches;
 - 2. Dress trousers – dark blue;
 - 3. Name bar;
 - 4. Badge;
 - 5. Tie - dark blue with clip fastener;
 - 6. Black shoes/boots;
 - 7. Black or dark blue socks;
 - 8. Coat / jacket / windbreaker - dark blue with department patches;
 - 9. Gun belt; and
- B. The tie and coat are not required except for formal occasions or as dictated by inclement weather.
- C. The standard department uniform may be altered for bicycle patrol as follows:
 - 1. The shirt may be a high visibility color polo shirt with the authorized Sheridan Police Department insignia over the left breast area.
 - 2. The trouser can be either regulation dark blue or black or authorized dark blue or black shorts.
 - 3. The jacket may be a high visibility color as approved by the chief of police.
- D. The uniform style for trousers, shirts, coats and ties will be approved by the chief of police and issued by the department and no substitution is allowed.
- E. A regulation Sheridan Police Department shoulder patch will be required to be worn on both sleeves of all uniform shirts and department issued coats. The patch will be centered on the sleeve one-half (1/2) inch down from the top of the sleeve.
- F. A department issued baseball style hat is not part of the standard uniform but may be worn by officers during potentially prolonged exposure to inclement weather events, ie: extreme heat, rain or snow. Baseball style hats shall be chosen by the patrol operations lieutenant and shall be uniform in style.
- G. Footwear worn by uniformed officers will be constructed of smooth black leather (polishable to a high gloss) or black smooth leather/nylon combination, plain or capped toe only. No buckles are permitted, and laces will be black cloth or leather. Footgear may be equipped with zippers on the inside of the boot to facilitate easy use. No platform or high heel shoes or boots will be permitted.
 - 1. Footwear may be replaced yearly. Employees will be reimbursed up to \$150.00 for footwear a year.
- H. Socks will be black or dark blue without decoration. Members may wear white soled socks so long as no white shows above the top of the shoes.
- I. Officers may wear either the short or long sleeve uniform shirt when performing regular duties. For formal occasions, officers must wear the long sleeve dress shirt with the regulation issued tie. The necktie, if worn, shall not be tucked into the shirt. Long sleeve shirts shall not be worn with the sleeves rolled up or with the sleeves unbuttoned.

- J. Officers wearing visible t-shirts below the uniform shirt will wear a white, dark blue or black crew-neck or thermal shirt depending upon weather conditions. Thermal shirts must be a closed weave material. A black or dark blue turtleneck shirt may be worn under long sleeve shirts.
- K. Jackets will be dark blue, authorized or purchased by the department. The badge will be worn on duty assignments. Cloth badges are authorized for uniform jackets and sweaters.
- L. Additional winter clothing may be worn in extremely cold conditions.
 - 1. Dark blue combat sweaters with a v-neck or crew neck collar may be worn over the uniform shirt.
 - 2. Gloves, gators, scarves, face shields or knit caps may be worn if dark blue or black in color.
 - 3. Shoes/boots may be insulated (i.e. - Sorel or Snow-Pack style) when the weather is extremely cold or snow conditions warrant their use. They must be dark blue or black in color. Pants will be worn outside the boot unless blizzard conditions exist and then they may be worn inside the boot. Dark blue or black gaiters may be worn when snow conditions warrant their use.
- M. The chief of police, captain, and bureau commanders may elect to carry only their sidearm and holster on their uniform belt.
- N. Tie pins or tie clasps shall be conservative in style.
- O. Items of personal jewelry, such as watches, rings, etc., may be worn provided they do not distract from the uniform.

17.1.3 Sworn Non-Uniformed Personnel Dress Specifications

- A. Sworn employees not in uniform will be required to dress in a manner that reflects the professionalism seen in the local community. Dress or business casual clothing shall be worn including business suits, sport coats, blazers, dress shirts with ties, dress blouses, dress slacks, polo shirts and appropriate shoes or boots. Clothing should be of such a style and color as not to draw undue attention. When in public, non uniformed officers will not have their firearms exposed unless they are readily identifiable as a police officer as a result of displaying their department badge, and/or shirt with authorized logo.
- B. For court appearances, non uniformed officers must wear more formal attire or a department uniform. For male members of the department, that will include either a suit or sports coat, a collared shirt, and tie. For female members of the department, it will include a dress, skirt and blouse or dress slacks and blouse.
- C. Footwear may be either dress shoes or boots, which are in good repair and free of dirt or scuff marks
- D. Clothing for special assignments, or undercover work, will be determined by the supervisor prior to the actual operation.
- E. Clothing worn for call-out situations will be neat and presentable; blue jeans and casual shirts are acceptable, although shorts and tank tops are not.
- F. Supervisors are responsible to ensure that non uniformed officers are wearing suitable clothing that reflects a professional appearance. When working on special assignments, the supervisor will have discretion over the clothing being worn to ensure that it conforms to the particular needs of that assignment.

17.1.4 Non Sworn Uniformed Personnel

- A. Community service officers will wear the following uniform:
 - 1. Dress shirt or polo style shirt,) blue, with community service patches on both sleeves;
 - 2. Authorized pants or jeans, dark blue or black;
 - 3. Name bar;
 - 4. Badge;
 - 5. Black shoes or boots;
 - a. Footwear may be replaced yearly. Employees will be reimbursed up to \$150.00 for footwear a year
 - 6. Black or dark blue socks; and
 - 7. Jacket – regulation issued with department community service patches on both sleeves.
 - 8. A department issued baseball style cap.

17.1.5 Non Sworn Personnel Dress Specifications

- A. Employees are expected to maintain their uniform polo shirts in a neat and serviceable condition, and to make necessary repairs and replacements as needed. Employees shall not wear garments, or accessories, which are faded, frayed, worn, torn, dirty, or in a state of disrepair. Uniform items shall be well maintained, clean, and serviceable. Dress pants/slacks will be worn with the uniform shirts. Baseball caps, shorts, jeans, or other casual attire that do not present a businesslike appearance will not be accepted.
- B. Each calendar Friday will be considered “dress down” day for all non sworn/uniformed personnel. Employees will wear their uniform polo shirts, but may wear casual dress slacks or jeans. Clothing with holes or ill appearing clothing is not to be worn. Supervisors will determine what clothing is appropriate. Employees that are scheduled for court, public meetings, or any other high profile event, will not wear casual dress.
- C. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises.

17.1.6 Rank Insignia

- A. The chief of police shall display a gold eagle with the talons of one (1) foot grasping an olive branch and the talons of the other foot grasping a bundle of arrows on each uniform shirt and coat collar. Gold stars may be used in place of the eagles.
- B. The captain shall display gold tone double bars approximately one (1) inch by one (1) inch on each uniform shirt and coat collar.
- C. Lieutenants shall display a gold bar; one quarter ($\frac{1}{4}$) inch by three quarter ($\frac{3}{4}$) inch for collars and three-eighths ($\frac{3}{8}$) inch by one (1) inch for shoulder use on uniform shirts and coats.
- D. Sergeants/Corporals: The insignia of a sergeant will consist of three (3) gold military style sergeant’s stripes, bordered in black, on a navy blue or black background. Corporals will be similar in style and color with two (2) stripes. Both will be of cloth material and sewn on the uniform shirt and coat sleeves, below the department patch and centered. Sergeants and corporals shall display collar insignia appropriate to their rank, approximately three quarter ($\frac{3}{4}$) inch by three quarter ($\frac{3}{4}$) inch.