

<u>EUSTIS</u> <u>POLICE</u>		GENERAL ORDER 3-4
TITLE: UNIFORM AND GROOMING STANDARDS	DISTRIBUTION: ALL PERSONNEL	
Effective: February 3, 2016	Revised: January 20, 2016	
O.P.S. Review: January 20, 2016		
C.F.A. STANDARDS: 17.10M		

CONTENTS:

1. DEFINITIONS
2. UNIFORM GUIDELINES
3. PLACEMENT OF INSIGNIAS, MEDALS, PATCHES, RIBBONS, AND SERVICE STRIPES
4. NON-UNIFORM REGULATIONS/BUSINESS ATTIRE
5. GROOMING STANDARDS
6. CRIMINAL INVESTIGATIONS DIVISION
7. BODY ARMOR
8. CARE AND MAINTENANCE
9. VARATIONS IN UNIFORM AND NON-UNIFORM STANDARDS
10. ATTACHMENTS

PURPOSE: This directive is to establish rules and regulations governing the wearing of police uniforms, related equipment, and acceptable grooming standards. This directive applies to all sworn and non-sworn members. Specific standards within this directive may only apply to sworn members, as indicated.

DISCUSSION: The uniform and personal appearance of Department members directly impact upon the prestige of police service and the Department's status in the eyes of the public. All members are responsible for being properly groomed and neatly attired while on duty or when representing the Department. Supervisors are responsible for the appearance and grooming standards of members under their command and will ensure uniforms and equipment are neat, clean, and properly worn in compliance with published standards.

POLICY: Department policy is to ensure all members are properly attired and well-groomed when representing the Department. Non-uniformed members are to meet acceptable standards of dress as established by the Chief of Police. The uniforms

of all non-sworn members will clearly distinguish them from sworn members of the police department.

1. DEFINITIONS:

- 1.1 **Badge and Patch** - Uniform members shall wear their issued or approved badge when in uniform. The appropriate authorized Department patch shall be worn on both sides of all coats, if applicable, and Class A, B, and C uniform shirts.
- 1.2 **Body Armor** - A ballistic vest worn by officers that is constructed to prevent small caliber and low velocity ammunition from penetrating vital organs that are covered by the vest.
- 1.3 **Body Ornamentation** – This term refers to any voluntary and temporary or permanent body alteration which affects the visible physical appearance of a sworn or non-sworn department member. This includes tattoos, body and tongue piercings, brands, mutilations, implants, and non-required dental ornamentation. This term does not refer to any standard or necessary surgical related implants, reconstruction, or alterations. Body ornamentation shall not include the normal piercing of the lower ear lobe.
- 1.4 **Collar Brass** - Uniform members will wear designated collar brass when in a Class A or B uniforms. Uniformed members of rank will wear rank insignia when wearing the optional uniform sweater. Command officers will wear their rank insignia on the collar of their uniform.
- 1.5 **Duty Gear** - Issued duty gear for members shall be black basket weave or black nylon design and consist of equipment belt, firearm holster, TASER holster, handcuff case, ammunition pouch, radio holder, aerosol deterrent holder, glove case, flashlight ring, and belt keepers. Additional gear that is issued for the duty belt shall include one (1) firearm (Glock 22), three (3) handgun magazines with ammunition, one (1) pair handcuffs, one (1) can aerosol deterrent and one (1) X26 TASER, portable radio with shoulder mike. Non-issued, personally owned basket weave gear may also be worn but must conform in size, shape, dimension, design, etc., to items issued. Examples of personally owned duty gear include flashlight holder and additional handcuffs and handcuff case(s).
- 1.6 **Footwear** - Personally owned footwear that conforms to the standards set forth in this policy shall be provided by each member. Black socks shall be worn when not wearing boots. Members in uniform will wear black smooth leather shoes or boots, shined, and

without ornamentation. Trousers will be worn on the outside of these boots. Corfam or patent leather dress shoes are also acceptable footwear.

- 1.6.1 Shoes shall be a low quarter shoe with round toe or patrol boots with round or semi-round toe.
 - 1.6.2 Sharp or pointed toe, western styled boots, or riding heels are not permitted.
 - 1.6.3 Uniformed members assigned to patrol duties may wear athletic shoes that are black in color. The athletic shoes may have discreet or subdued logos.
 - 1.6.4 Uniformed members may wear socks, which have white bottoms for health reasons; however, the shoe should cover the white portion of the sock. Officers wearing shorts as part of their uniform shall wear black or white, low cut ankle socks, that do not rise more than one (1) inch above the ankle bone.
- 1.7 **Gloves** - Members may elect to wear personally owned black leather gloves during periods of inclement winter weather. Other colors are not permitted. These gloves are to fully cover the member's hand. Partial gloves (exposing the fingers) are not permitted. The intent of this rule is to allow the member to keep their hands warm during cold weather. Officers may also wear black leather gloves for protecting their hands during searches such as vehicles, houses, etc. Wearing of gloves for other purposes shall be restricted by the Division Commander. This does not include the protective latex style gloves.
- 1.7.1 Officers wearing the Class A uniform or participating in the duties of the Honor Guard are required to wear white cotton gloves.
 - 1.7.2 At any time during the year, officers assigned to bicycle duty may wear approved gloves while operating a Department bicycle, writing citations, and performing other duties related to bicycle operations. These gloves may be fingerless at the officer's discretion.
- 1.8 **Headgear** - Uniform hats for sworn members will be the traditional police dress cap, midnight blue in color with a black patent leather bill and hat badge/emblem. The buttons, strap, badge/emblem shall be gold colored for all Corporals and above. The buttons, strap, badge/emblem will be silver for all Senior Officers and below.

- 1.8.1 The wearing of the uniform hat is optional at all times except:
 - 1.8.1.1 When wearing the Class A uniform.
 - 1.8.1.2 Whenever directed to do so by the Chief of Police.
- 1.8.2 Department headgear will not normally be worn while indoors.
- 1.8.3 When in uniform the Department-issued baseball caps may be worn. Baseball caps may be worn in any uniform except for the Class A or B uniforms.
- 1.8.4 Officers operating a Department bicycle shall wear a bicycle helmet with chin strap properly secured for safety.
- 1.9 **Jacket** - The issued light weight black windbreaker has a badge emblem on the left side of the chest and the word "POLICE" or "POLICE DEPARTMENT" in white lettering across the back.
- 1.10 **Rain Gear Issued** - Rain gear shall be orange or yellow in color and constructed of a water resistant material. Ultraviolet colors, multiple colors, and designs are not permitted.
- 1.11 **Service Sweater** - Black Commando type crew neck or V-neck sweaters may be worn during cold or inclement weather. The Department badge and officer's name must be affixed to the sweater.
- 1.12 **Special Unit Pin** – Uniform members actively participating in a Special Unit (e.g. SWAT, FTO, THI, etc.) qualify to wear a pin representing that Unit. Only one pin shall be worn at a time and will be positioned over the member's name plate. Special Unit Pins are only to be worn with Class C (long or short sleeved) uniforms. The Department will supply Special Unit Pins.
- 1.13 **Sunglasses** - Sunglasses with obscene logos, or other designs or decorations are prohibited. Members in uniform may choose to wear sunglasses which are conservative in nature and do not detract from the uniform. Sunglass accessories such as headbands, neck straps or cords are to be black in color and conservative in nature.
- 1.14 **Undershirts:**
 - 1.14.1 Uniformed Officers - White or black crew neck undershirts shall be worn with blue uniform shirts. No other colors are permitted when tee shirts are visible. Logos, emblems, advertisements, or printing of any kind on the undershirt

shall not be visible when worn under the uniform shirt. During cold weather, uniform members are prohibited from wearing long-sleeve tee shirts, sweatshirts, or any other type of undergarment which extends beyond the sleeve of the short sleeved uniform shirt. During cold weather, uniformed members may wear a black turtleneck undershirt with a long-sleeve blue uniform shirt. The only approved visible logos for turtleneck undershirts are the words "police" or the initials "EPD".

1.14.2 Plain clothed or civilian employees – White v-neck, crew-neck, or tank top style undershirts may be worn under dress or polo style shirts.

1.15 **Uniform Pants:**

1.15.1 Sworn Personnel - The standard uniform trousers are made of midnight blue polyester material with straight legs.

1.15.2 Bicycle Personnel - Black standard bicycle shorts.

1.15.3 Non-Sworn Personnel - Will wear the uniform pants or skirts issued by the police department.

1.16 **Uniform Shirt:**

1.16.1 Sworn Personnel - shall wear the standard uniform shirts which are midnight blue in color and may either be long or short sleeves.

1.14.1.1 Patrol Polo – Grey or navy blue polo style shirt with department badge embroidered on left chest.

1.16.2 Bicycle Personnel - may wear the approved polo style shirt when riding their police bicycle.

1.16.3 Non-Sworn Personnel - shall wear the approved polo style shirt.

1.17 **Uniform Shorts** – Midnight blue polyester shorts with cargo pockets.

1.18 **Uniform Tie** - The standard issue tie is a clip-on or breakaway tie, midnight blue in color.

- 1.19 **Winter Coat** - An outer garment that is designed of heavier material than a jacket and is designed to be worn on the upper body in cold weather. The coat will be Department approved.

RULES AND PROCEDURES:

2. GENERAL GUIDELINES

2.1 Department Uniforms

2.1.1 All members, except as noted, are to wear the regulation uniform while on duty or whenever representing the Department. Each member of the Department who is expected to wear a uniform shall be issued a sufficient number of uniforms to comply with this directive. When wearing the uniform, it will be complete. Partial uniforms are prohibited.

2.1.2 Uniformed members assigned administrative duties shall dress appropriately for their assigned duties.

2.1.2.1 All sworn officers are to wear uniforms unless excused by their respective Division Commander for special assignment.

2.1.2.2 Modified uniforms may only be worn with approval by the appropriate Division Commander.

2.2 **Uniform Schedule** - There are six (6) uniform classifications; Class A, Class B long sleeve and Class B short sleeve, Class C long sleeve and Class C short sleeve, and a summer uniform. The Chief of Police shall designate the appropriate class of uniform for staff members according to assignment and special events or occasions. Sworn personnel shall wear the Class C long sleeve or Class C short sleeve uniform for all occasions other than those specified in this directive, or when directed otherwise by the Chief of Police.

2.2.1 Class A Uniform - Traditional police dress cap with badge/emblem, long sleeve midnight blue shirt with service stripes, tie, collar brass, name plate, ribbons and medals, duty belt with all equipment, white gloves, uniform trousers, black socks, black patent leather or high gloss corfam shoes.

2.2.1.1 Officers shall wear the Class A uniform when attending funerals, award ceremonies, and any other formal dress functions as required by the Chief of Police. Officers on special assignment, e.g.

undercover work, may wear appropriate civilian attire to formal functions by direction of the Chief of Police.

2.2.2 Class B Uniform - This uniform is designated for all dress occasions except those formal or ceremonial functions described for the Class A Uniform.

2.2.2.1 *Class B Long Sleeve Uniform* – Long sleeve midnight blue shirt with service stripes, tie, collar brass, name plate, ribbons (optional), duty belt with all equipment, uniform trousers, and shined black shoes.

2.2.2.2 *Class B Short Sleeve Uniform* – Short sleeve midnight blue shirt, black or white crew neck undershirt, collar brass, name plate, ribbons (optional), duty belt with all equipment, uniform trousers, and shined black shoes.

2.2.3 Class C Uniform

2.2.3.1 *Class C Long Sleeve Uniform* - Long sleeve midnight blue shirt without service stripes (last button unfastened), black or white crew neck undershirt or black turtleneck tee shirt, name plate, duty belt with all equipment, uniform trousers, and black shoes. No collar brass. This uniform is designated for cool weather only.

2.2.3.2 *Class C Short Sleeve Uniform* - Short sleeve midnight blue shirt, black or white crew neck undershirt, name plate, duty belt with all equipment, uniform trousers, and black shoes. No collar brass.

2.2.4 Service Sweater - A black or navy blue crew or V neck commando sweater may be worn with the Class B or C uniforms. When the sweater is being worn, the rank insignia of the officer wearing the sweater must be displayed on the uniform shirt collar. The sweater is optional and must be purchased by the individual officer.

2.2.5 Patrol Summer Uniform - Short sleeve patrol polo shirt, patrol summer uniform shorts, no shorter than three (3) inches above the center of the kneecap and no longer than one (1) inch above the center of the kneecap. Standard leather or nylon gun belt and equipment. Black or white socks which do

not fit higher than 1 inch above the ankle.. Black, ankle height shoes of an athletic design. Officers have the option to wear uniform cargo pants instead of shorts with the short sleeve patrol polo. **BOOTS ARE STRICTLY PROHIBITED WHILE WEARING SHORTS. A SUMMER UNIFORM IS NOT CONSIDERED CLASS C UNIFORM.**

2.2.5.1 Unless otherwise directed by the Chief of Police, Division Commander, or designee the summer uniform is permitted to be worn from February 1 through November 1.

2.2.5.2 The patrol polo shirt may be worn by officers assigned to Criminal Investigations or an administrative assignment, in a business casual manner, such as with dress slacks or tactical pants.

2.2.5.3 Officers who require a waist size of more than 50 inches are not permitted to wear patrol summer uniform shorts.

2.3 **Specialty Units**

2.3.1.1 *Bicycle Uniforms* – Approved black or white polo shirt, black bicycle shorts, duty belt with equipment, black or white socks, black athletic shoes and bicycle helmet.

2.3.1.2 *K-9* – Navy blue or black cotton utility style pants and shirt with black crew neck undershirt. The patches, chevrons, and badge on the shirt will be subdued. The officer's name will be embroidered over the right pocket. The officer will wear duty belt and all equipment with this uniform.

2.4 **Honor Guard**

2.4.1 Traditional police dress cap with hat badge/emblem, the hat badge/emblem will be silver for police officers and Senior Officers. The hat badge/emblem will be gold for Corporals and above.

2.4.2 Midnight blue long sleeve shirt with service stripes.

2.4.3 One gold ascot and one gold Fourragere.

2.4.4 Collar brass.

2.4.5 Badge, medals, and ribbons. Badge cover for law enforcement funerals only.

2.4.6 Patent leather duty belt, holster, magazine pouch, and handcuff case.

2.4.7 One set of white cotton or nylon gloves.

2.4.8 Midnight Blue pants with yellow piping on the outside seam.

2.4.9 Patent leather or corfam shoes.

2.5 **Reserve Officers** - Shall wear the same uniform as full-time sworn members.

2.6 **Administrative Assignments** - Uniformed members who are normally assigned to administrative or office duties may eliminate the equipment belt and substitute with a black trouser or black Nylok belt. Such members may wear an off-duty style holster and basic leather gear as determined appropriate by a supervisor.

2.7 **Communications Specialist**

2.7.1 Business casual attire.

3. **PLACEMENT OF INSIGNIAS, MEDALS, PATCHES, RIBBONS, AND SERVICE STRIPES**

3.1 **Insignias**

3.1.1 The proper placement of insignia on the uniform are as follows:

3.1.1.1 A badge on the upper left chest area, just above the shirt pocket, will be placed through the designated areas in the shirt.

- Command Officers, Sergeants, and Corporals will wear a gold badge with silver banners.
- Senior Officers, Police Officer II, and Police Officers will wear a silver badge with gold banners.

- 3.1.2 Gold rank insignia for Lieutenants and above will be fastened to the collars while wearing the Class A, B, and C uniforms. The collar will be worn on the outside of the optional service sweater. (See Attachment A, Diagram 1)
 - 3.1.3 Gold rank insignias will be worn on the collars of all persons with rank when wearing the service sweater with the Class B or C uniforms. The collar will be worn on the outside of the optional service sweater. (See Attachment A, Diagram 2)
 - 3.1.4 Bicycle personnel shall wear polo shirts with an embroidered badge on the upper left chest area and their last name shall be embroidered on the right chest area.
 - 3.1.5 Collar Brass - The EPD emblem will be worn on the collars of all Sergeants, Corporals, Senior Officers, and Police Officers when wearing the Class A or B uniform. The only exception is that officers with rank will wear the rank insignia on their collars when wearing the Class B uniform with the service sweater. (See Attachment A, Diagram 3)
 - 3.1.6 Name plate - The issued name plate is worn above the right shirt pocket on the Class A, B, and C uniform shirts.(See Attachment B)
 - 3.1.7 Special Unit Pins – Will be provided by the Department and may be worn on Class C uniforms above the members name plate.
 - 3.1.8 Other Pins - No service pins, specialty pins, or awards shall be worn on the Class A, B, and C uniform shirt, unless authorized by departmental policy or Chief of Police.
 - 3.1.9 Tie Bar / Tie Pin - A conservative gold tie bar may be worn with the tie or a conservative tie pin may be worn with a tie. A conservative tie bar or tie clip is one that does not take away from the uniform or cause disgrace to the uniform.
- 3.2 **Medals**
- 3.2.1 Medals will only be worn on a Class A uniform.
 - 3.2.1.1 Medals will be worn 1/8 inch below the top of the right shirt pocket. (See Attachment C)
 - 3.2.1.2 Only medals approved per General Order 21 will be worn on the Class A uniform.

3.3 Patches

3.3.1 Only Department approved patches will be worn on uniforms.

3.3.2 The Eustis Police Department patch will be worn on both sleeves of all Class A, B, and C uniforms.

3.3.2.2 The Eustis Police Department patch will be sewn 1 inch below the shoulder seam and centered on the sleeve. (See Attachment D)

3.3.3 The insignia of rank will be sewn ½ inch below the Eustis Police Department patch and centered on the sleeve. (See Attachment D)

3.4 Ribbons

3.4.1 Ribbons shall only be worn on the Class A and B Uniforms.

3.4.2 Only ribbons approved per General Order 21 may be worn on the Class A and B uniforms.

3.4.3 Ribbons will be worn on a ribbon bar and will be spaced 1/8 inch above the officer's nameplate over the right shirt pocket. (See Attachment E)

3.4.4 Ribbons will be worn in order of precedence from top down and from the wearer's left to right. The order of precedence is set in General Order 21 Employee Recognition and Awards. (See Attachment F.)

3.5 **Service Stripes** - Hash marks (one stripe represents three years of service) shall be worn only on Class A and Class B long sleeve uniform shirts. Service stripes will not be worn on the Class C long sleeve uniform shirt. They shall be sewn onto the left sleeve along the normal crease line and 1 inch above the cuff. (See Attachment D)

4. NON-UNIFORM REGULATIONS/BUSINESS ATTIRE

4.1 Sworn members and civilian members who are not required to wear uniforms shall wear appropriate business attire unless the

assignment dictates otherwise. The immediate supervisor shall determine if the attire is appropriate and professional.

- 4.2 Business attire for non-uniformed male members is a collared button up dress shirt, tie, dress pants and dress shoes or dress boots.

4.2.1 Collarless tee shirts of any type shall not be worn.

4.2.2 The tie must be of a contemporary length, width, design and color. It will be worn when appropriate or mandated in policy.

4.2.3 Overalls, shorts, etc. shall not be worn.

4.2.4 No Fanny Pack shall be worn unless authorized for a particular assignment.

- 4.3 Business attire for non-uniformed female members is a dress, dress suit, pantsuit, dress skirt, dress pants and blouse, and dress shoes or dress boots. Hemlines will not extend an unreasonable distance above the kneecap in keeping with appropriate business attire.

4.3.1 Mini-skirts, halter tops, midriff-baring styles or shorts shall not be worn.

- 4.4 **Casual Dress Day** - Friday has been designated as a casual "dress down" day for members. The previous listed business attire standards are modified for casual business attire. Proper attire consists of casual clothing but prohibits shorts, collar-less tee shirts, overalls, etc. The immediate supervisor will determine if the attire is appropriate.

- 4.5 **Court Appearance**

4.5.1 For sworn members the dress requirement for court appearance is Class B or C uniform. If the uniform is not worn, male members are required to dress in business attire to include a tie as described in 4.2 and female members are required to wear business attire as described in 4.3

4.5.2 For non-sworn members appearing in court the required dress is business attire to include a tie as described in 4.2.

- 4.6 **Depositions**

- 4.6.1 For sworn members the dress requirement for a deposition is class C uniform. If the uniform is not worn, male members are required to dress in business casual attire such as slacks or khaki pants with a button up dress shirt or polo style shirt. Female members who do not wear a uniform are required to wear business attire or slacks and a women's polo style shirt.
- 4.6.2 For non-sworn male members the dress requirement for a deposition is casual business attire such as slacks or khaki pants with a button up dress shirt or polo style shirt. Female members who do not wear a uniform are required to wear business attire or slacks and a women's polo style shirt.

5. GROOMING STANDARDS

- 5.1 **Male Members** - Grooming standards for male members of the Department when on-duty or when representing the Department include:
 - 5.1.1 Hair (Sworn Members) – Hair must be neat and clean, the length and style shall not detract from the professional appearance of a police officer. Hair at the nape of the neck may be rounded or blocked but it cannot extend beyond the top of the collar when the head is held in the position of attention. Hair in front shall not fall below the eyebrows. The bulk or length of hair shall be groomed so it does not bush out or curl up while wearing the traditional police dress hat, baseball cap, or bicycle helmet. Hair color shall be of normal color, black, blonde, brunette, red, etc. No unnatural hair color(s) shall be worn.
 - 5.1.2 Hair (Non-Sworn Members) – There are many hairstyles that are acceptable for the members who do not wear uniforms. The hair must be kept neat and clean and the length and bulk of the hair shall not be excessive or present a ragged, unkempt, or extreme appearance and must reflect favorably on the Department. Hair color(s) shall be of normal color, black, blonde, brunette, red, etc. No unnatural hair colors shall be worn.
 - 5.1.3 Sideburns (All Male Members) - may not extend in length below the bottom of the ear. They are to be neatly trimmed, not bushed nor flared. Sideburns shall be cut level when the head is held in the position of attention. The width of the sideburns may not be more than 1-1/4 inch.

- 5.1.4 Mustaches (All Male Members) - shall be neatly trimmed and not extend in length below the top border of the upper lip nor extend more than 1/4 inch upward (e.g., handle bar), downward, or to the side from the corner of the mouth.
- 5.1.4.1 *Facial Hair* (Sworn members) - Other than mentioned above is not permitted.
- 5.1.4.2 *Facial Hair* (Non-Sworn Members) Beards, if worn, shall be neat and well-trimmed.
- 5.2 **Female Members** - Grooming standards for female members of the Department when on duty or when representing the Department include:
- 5.2.1 Hair (Sworn Members) - When an officer is in uniform the length of the hair shall not extend beyond the seam connecting the shirt yoke with the back of the uniform shirt. Members who do not wear uniforms may wear their hair down and the hair must be kept neat & clean with normal color. Hair may be cut short to conform or longer hair may be secured and styled so it will not extend beyond the length mentioned (i.e., bun, looped braid, etc.). The sides of the hair will be styled close to the face in such a way as to prevent it from being blown into the face. This may be achieved by a short feathered cut or by securing the hair tightly in the back or with conservative black or brown styled barrettes/clips on the sides. Pigtails, double braids, and bouffant styles are not permitted. The hair should not be styled so it hangs below the eyebrows. The hair will be neat and clean with the hairstyle conducive to the wearing of the traditional police dress hat, baseball cap, or bicycle helmet (if applicable) and reflect favorably on the Department. Hair color shall be of normal color, black, blonde, brunette, red, etc. No unnatural hair color(s) shall be worn.
- 5.2.2 Hair (Non-Sworn Members) - There are many hairstyles that are acceptable for the members who do not wear uniforms. The hair must be kept neat and clean and the length and bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance and must reflect favorably on the Department. Hair color shall be of normal color, black, blonde, brunette, red, etc. No unnatural hair color(s) shall be worn.
- 5.3 **Fingernails** - All members are to maintain their fingernails in a neat, clean, well-groomed, and conservative fashion.

- 5.3.1 No sworn members shall allow their fingernails to be more than 1/4 inch from the tip of each finger/thumb.
- 5.3.2 Female members both sworn and non-sworn, are permitted to paint or color their fingernails with conservative shades which do not detract from the Department's professional image. Ultraviolet colors, multiple colors, and bright colors are prohibited. Fingernail jewelry of any kind is prohibited.
- 5.4 **Wigs and Hair Pieces** - Wigs and hairpieces are permitted, but they must conform to the requirements in this directive for natural hair.
- 5.5 **Personal Jewelry** - While on duty or otherwise representing the Department, all members in uniform may wear jewelry that is conservative in nature. This is limited to inconspicuous wrist watches, bracelets, wedding bands, or other conservative type rings. Specifically prohibited are items of jewelry that detract from the Department's professional image or constitute a potential safety hazard. Neck jewelry or ornamentation shall not be visible while in uniform. Members wearing civilian clothes may wear conservative styled rings, necklaces, and bracelets.
 - 5.5.1 Earrings - All male members are prohibited from wearing earrings while on duty, or representing the City of Eustis, or Eustis Police Department. Male members assigned to Special Investigations (i.e. drugs, prostitution) are excluded from this standard.
 - 5.5.1.1 Female members in uniform will be permitted to wear one set of earrings. The earrings will be gold, silver, or pearl in color and no larger than 6 mm (approximately ¼ inch.) Dangling and hoop earrings are prohibited while in uniform.
 - 5.5.2 Other Jewelry – All members of the department are prohibited from wearing nose rings, tongue rings, and any other items of jewelry that detract from the Department's professional image
 - 5.5.3 Body ornamentation and tattoos –This policy governs all body ornamentation and tattoos, as well body ornamentation and tattoos of certain designs, insignias, and depictions. Sworn and non-sworn members may have visible tattoos with the following limitations:

- 5.5.3.1 Sworn and non-sworn members shall not have any body ornamentation or tattoos visible on the head, neck or hand areas with the following exception provisions:
- In replacement of a wedding band or ring, sworn and non-sworn members may have a tattoo on a single ring finger for the purpose of symbolizing their wedding band and vows.
 - The tattoo cannot be obscene, sexually explicit, or advocate/symbolize prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, or age.
 - The tattoo must be placed in the normal manner a wedding band is traditionally worn, between the second and third knuckle.
 - Members are not authorized to have a tattoo symbolizing a wedding band in conjunction with an actual wedding band worn on a separate finger, different hand, etc.
 - The Chief of Police or designee has the final decision on whether a wedding ring finger tattoo complies with this policy, and may require the member to cover the tattoo while in the performance of his/ her duties.
- 5.5.3.1 Any visible tattoo area on the arms and legs must not be any larger than a 3x5 index card for each leg/ arm. Any visible tattoo area larger than a 3x5 index card must be covered by long pants, a long sleeved shirt, or a long sleeved under-armor style or similar style compression shirt (worn in conjunction with a short sleeved uniform shirt).
- 5.5.3.2 Sworn and non-sworn members shall not have any tattoos or other designs, insignias, branding, or other features which is obscene, sexually explicit, or advocates/symbolizes prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, or age.

5.5.3.3 Sworn and non-sworn members shall not use gold, platinum, or other veneers or caps for the purposes of ornamentation unless prescribed by a dentist as necessary dental work. Regardless of prescription, teeth shall not be decorated with designs, jewels, initials, etc.

5.5.3.4 Sworn and non-sworn members shall not have any intentional and non-medical body mutilation such as split or forked tongue, foreign objects inserted under the skin to create a design or pattern, enlarged or stretched holes in the ears, or intentional scarring that is visible.

5.5.4 Body Ornamentation and Tattoo Exemptions/ Exceptions

5.5.4.1 The Chief of Police reserves the right to make individual exemptions and exceptions to this policy.

5.5.4.2 Current sworn and non-sworn members employed before July 13, 2011 have grandfather privileges and certain exemptions as indicated in this section (5.5.4).

5.5.4.3 Sworn and non-sworn members exercising grandfather privileges may continue to display visible tattoos or body ornamentation regardless of overall size and location; however, any obscene, excessive or otherwise inappropriate ornamentation or tattoo must be covered by a long sleeved shirt, long sleeved undershirt or long pants at the discretion of the Chief of Police.

5.5.4.4 Sworn and non-sworn members exercising grandfather privileges, and who obtain tattoos (after July 13, 2011) larger than a 3x5 card shall adhere to current standards set forth in this policy.

5.5.4.4.1 If a sworn or non-sworn member obtains a new body ornamentation or tattoo after the exception date in violation of the policy, he/ she shall forfeit their grandfather privilege.

5.5.4.5 Sworn and non-sworn members exercising grandfather privileges must submit photos of all visible tattoos and body ornamentation to their division commander by August 19, 2011. These photos shall be maintained in the member's file to establish existing body ornamentation and tattoos.

6. CRIMINAL INVESTIGATIONS DIVISION (C.I.D.)

- 6.1 The Division Commander of CID has the authority to permit exceptions to sections 4 and 5 of this General Order for CID investigators as necessary to accomplish the goals and objectives of the Department. CID investigators are permitted to wear their hair in contemporary styles as necessary to accomplish the duties of their specialized job assignments.
- 6.2 With the approval of the Chief of Police, officers assigned to Special Investigations (i.e. drugs, prostitution) are permitted to wear their hair, to include facial hair, in such styles as may be necessary to accomplish the special goals and objectives of their assignment. Officers assigned to Special Investigations are permitted to wear any style of clothing as may be required to accomplish the special goals and objectives of their assignment. When appearing as a witness before the court, officers assigned to Special Investigations shall wear appropriate business attire.

7. BODY ARMOR

- 7.1 **Issuance** - The Eustis Police Department provides body armor to sworn personnel for protection during life threatening situations. Wraparound body armor of threat level IIA or IIIA as classified in National Institute of Justice 2005 Interim Requirements, dated September 2005, and shall be issued to every sworn member. [CFA 17.10M]
- 7.1.1 **Wearing** - The wearing of department issued body armor is **NOT** an optional uniform item. Uniformed officers, while they are on duty and engaged in patrol or field operations must wear body armor. Patrol and field operations is defined as anytime an officer is actively patrolling or engaged in enforcement activities, to include extra details (extra duty).
- 7.1.1.1 Body armor shall be worn by officers when serving arrest and search warrants, high risk preplanned operations or any other time as determined by the unit's supervisor. Members are cautioned that not wearing issued body armor may result in a reduction of Workers' Compensation benefits if an employee elects not to use an issued safety device and is subsequently injured. [CFA 17.10M]

7.1.1.2 ***Body armor shall be readily accessible at all times.***

8. CARE AND MAINTENANCE - Members shall follow the instructions in the care and cleaning of their issued uniforms, body armor, and duty gear and shall be held responsible for proper maintenance.

- 8.1 Any damage or other unsafe condition to the duty gear or body armor shall immediately be reported to the member's supervisor for appropriate action.
- 8.2 Members shall report to their Division Commander any condition where the duty gear or body armor no longer fits properly as the result of a gain or loss of body weight.
- 8.3 Members shall monitor the expiration date of their body armor and notify their Division Commander that their body armor is going to expire, six (6) months prior to the expiration month, so new body armor can be ordered. Any member that fails to do so relieves the City of Eustis, Eustis Police Department and its members of any criminal or civil liability in all cases in which the officer's body armor fails to perform to its standard due to its expiration.
- 8.4 Members shall notify their supervisor of any unserviceable duty gear or uniforms.

9. VARIATIONS IN UNIFORM AND NON-UNIFORM STANDARDS

- 9.1 The Chief of Police, or designee, may approve temporary variations to both uniform and non-uniform standards for sworn and non-sworn personnel. These variations may include, but are not limited to, clothing, pins, ribbons, etc., and may coincide with an approved charitable, state, national or notable event.
- 9.2 The Chief of Police, or designee, shall notify Department personnel of such uniform/non-uniform variations, defining the dates effected and the approved temporary variation(s).

10. ATTACHMENTS

ATTACHMENT A
Wearing of Rank Insignia and Collar Brass

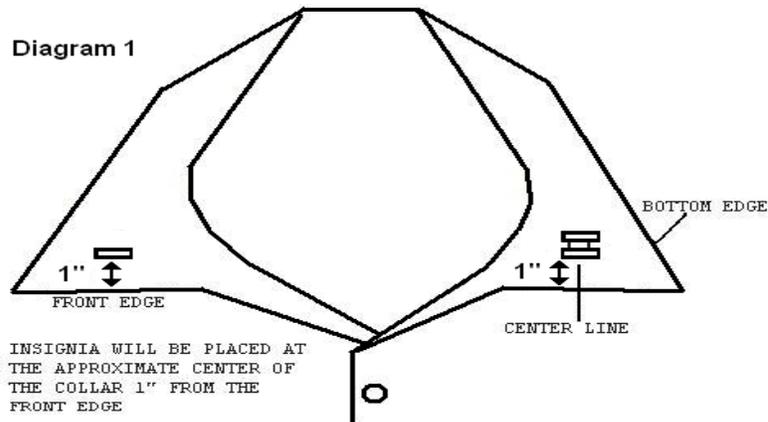


Diagram 1 displays the proper placement of rank insignia for Command Staff Officers.

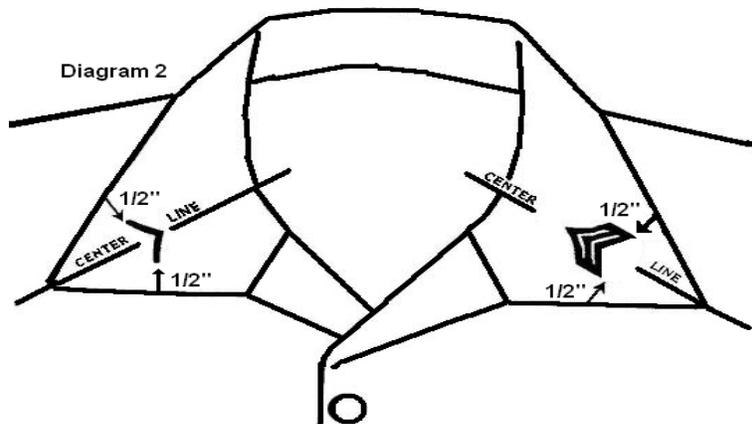


Diagram 2 displays proper placement of rank insignia for Sergeants, Corporals, and Senior Officers when wearing the optional Service Sweater.

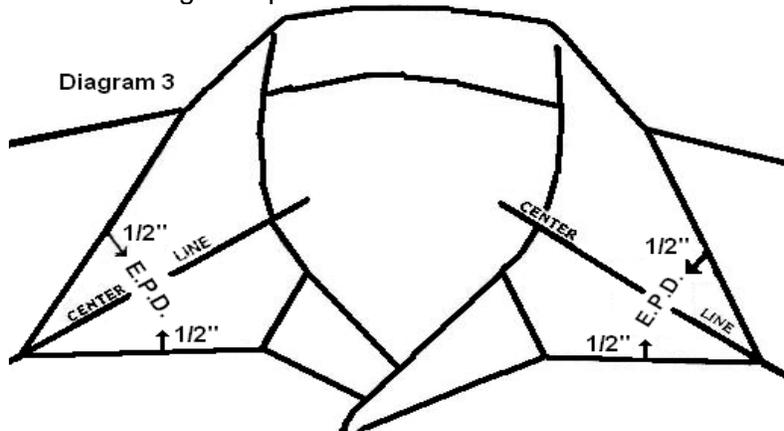
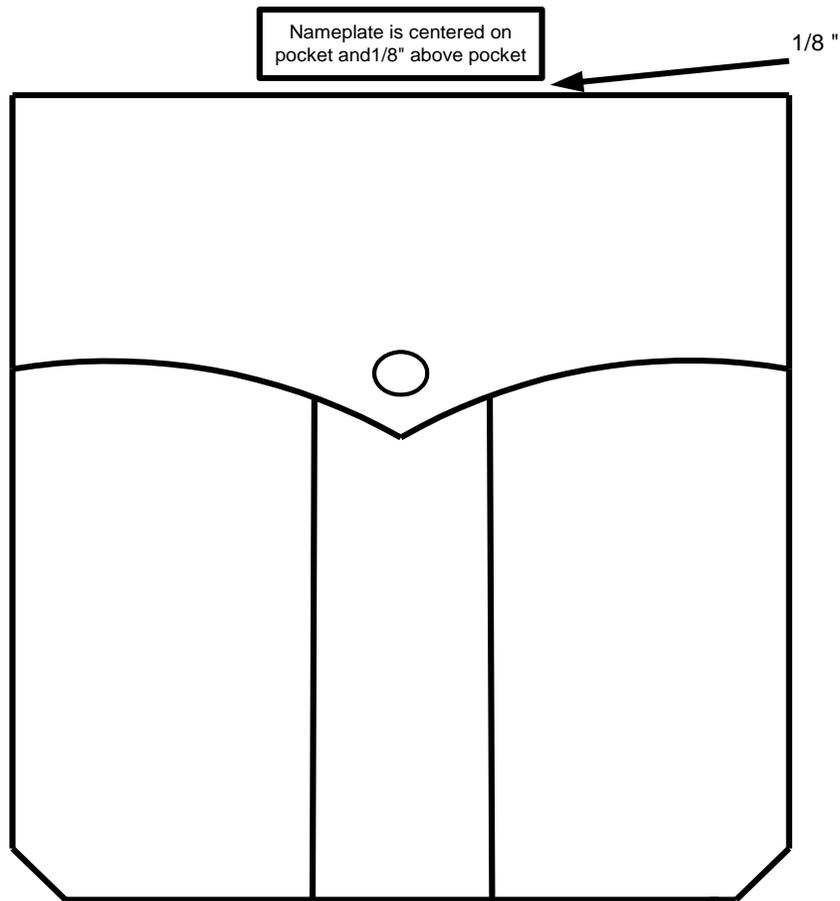


Diagram 3 displays the proper collar brass placement for Sergeants, Corporals, Senior Officers, and Officers, while wearing the Class A and Class B uniforms.

ATTACHMENT B

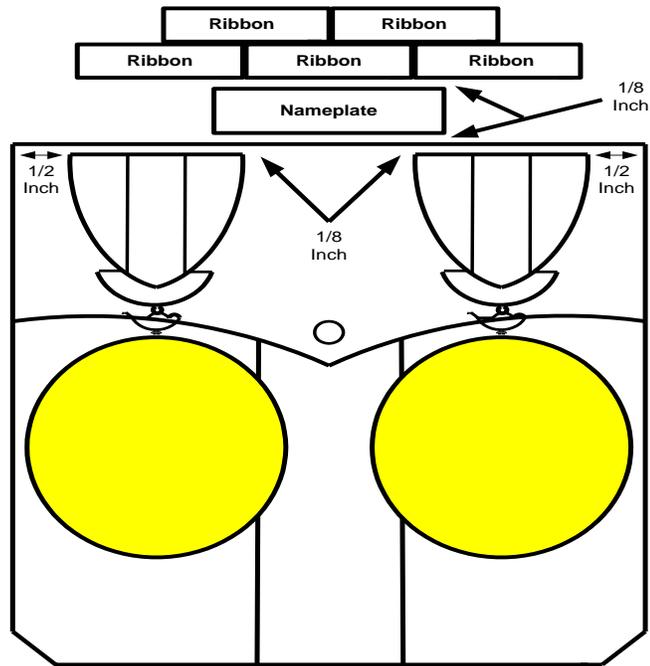
Wearing of Nameplate

The nameplate will be worn 1/8 inch above the top of the right shirt pocket and centered on the pocket. The Nameplate will be worn on all Class A, B, and C uniforms.

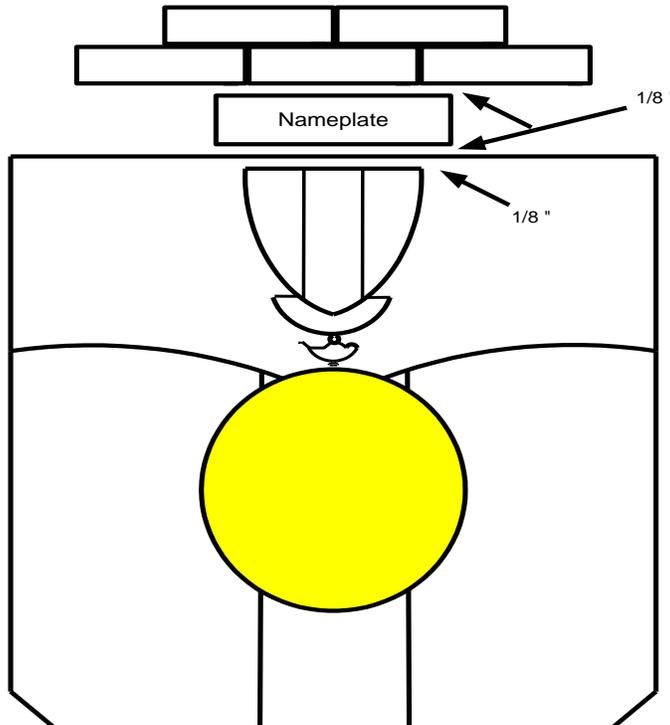


ATTACHMENT C

Placement of Medals



A single medal will be worn 1/8 inch below the top of the right shirt pocket and centered on the pocket.

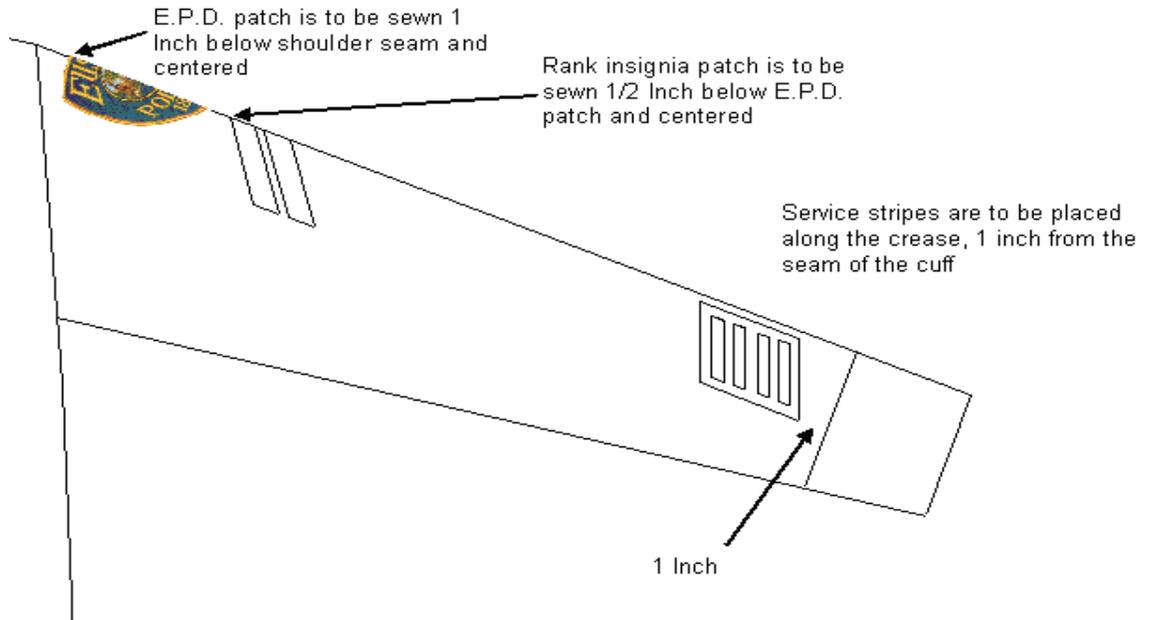


Two medals will be worn 1/8 inch below the top of the right shirt pocket and 1/2 inch from the sides of the pocket.

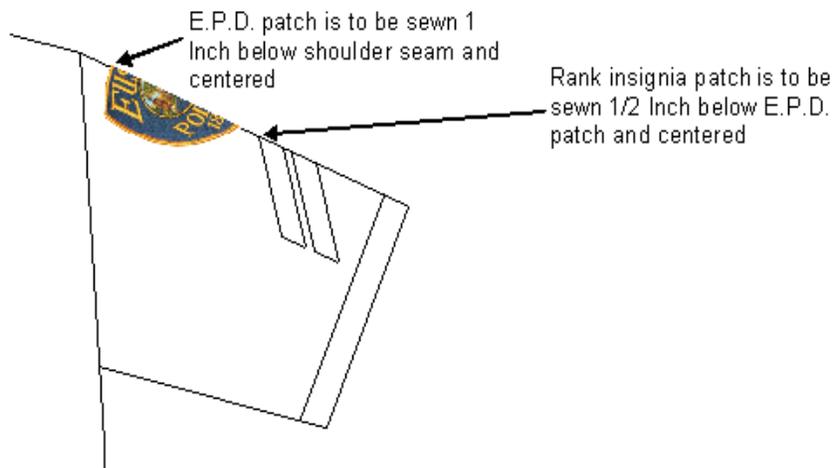
ATTACHMENT D

Wearing of Department Patch, Rank Insignia, and Service Stripes

The below diagram of the long sleeve uniform shirt illustrates the proper placement of the Department patch, rank insignia, and service stripes for the Class A and B uniforms. Class C long sleeve shirts will follow the same guidelines in this illustration, except service stripes will not be sewn on a Class C long sleeve uniform shirt.



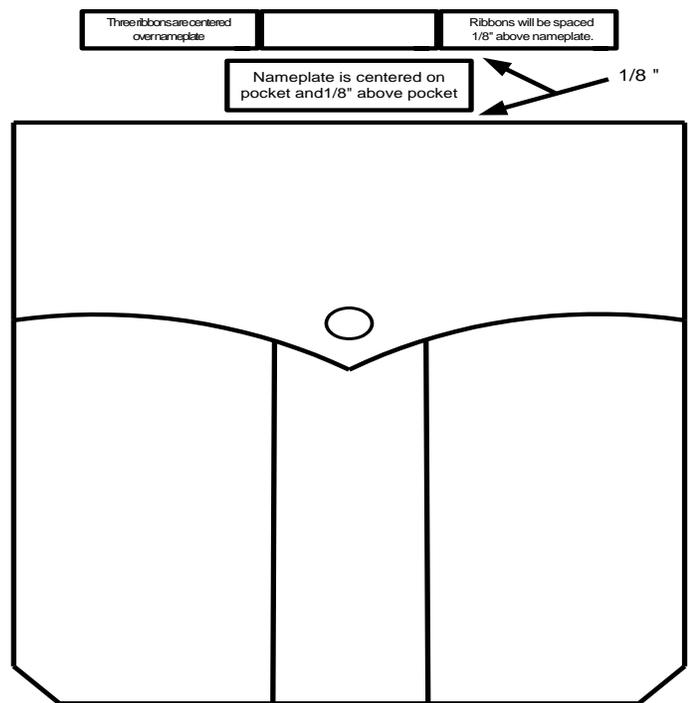
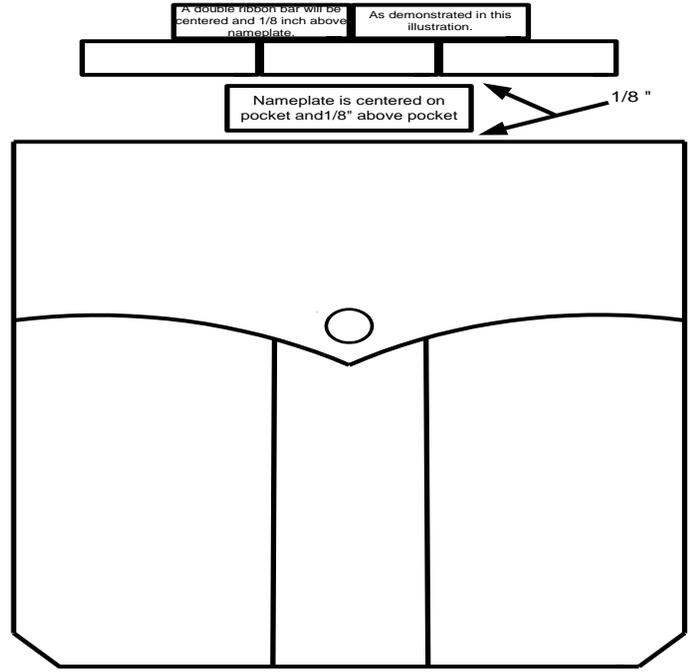
The below diagram of the short sleeve uniform shirt illustrates the proper placement of the Department patch and rank insignia for the Class B and C short sleeve uniform shirt.



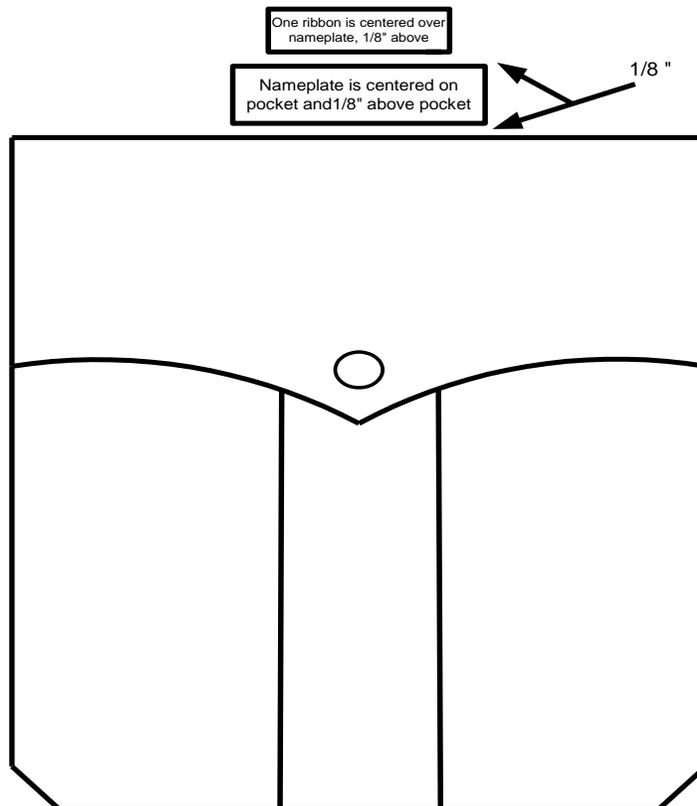
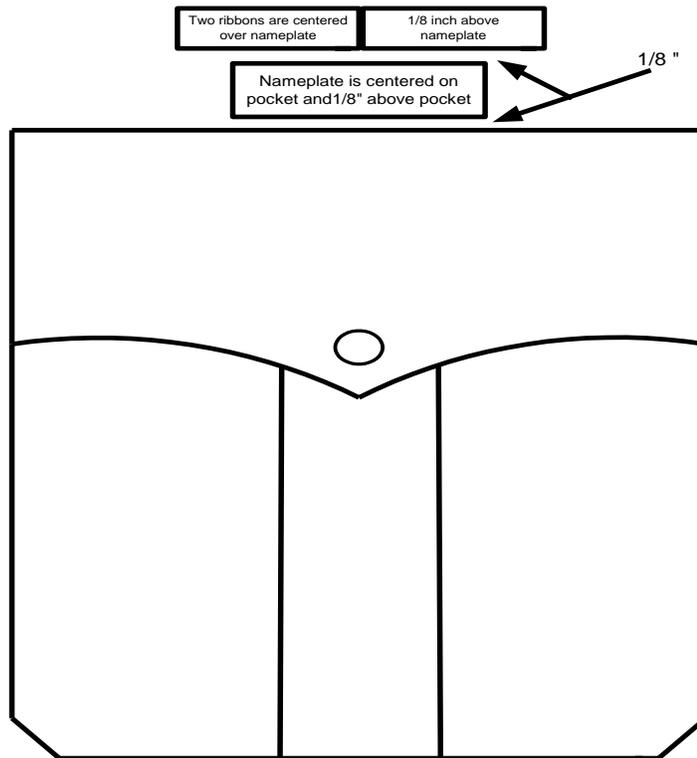
ATTACHMENT E

Wearing of Ribbons

The two illustrations below display how a double and single ribbon bar should be placed on the uniform. The ribbon bar should be 1/8 inch above the nameplate and centered over the right pocket.



The two illustrations below display how one and two ribbons should be worn over the right shirt pocket.



ATTACHMENT F

Precedence of Ribbons

The precedence of the ribbons is established in General Order 13. This illustration will display the order that ribbons shall be worn on the ribbon bar(s).

3rd	2nd	1st (Highest)
6th	5th	4th
9th	8th	7th

2nd		1st (Highest)
5th	4th	3rd
8th	7th	6th

1st (Highest)		
4th	3rd	2nd
7th	6th	5th

3rd	2nd	1st (Highest)
6th	5th	4th

2nd		1st (Highest)
5th	4th	3rd

1st (Highest)		
4th	3rd	2nd

3rd	2nd	1st (Highest)
-----	-----	---------------

2nd	1st (Highest)
-----	---------------