

## Abington Township Police Department Policy and Procedure Manual

<b>Chapter:</b>	Patrol	<b>General Order:</b>	41.3.4
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### I. PURPOSE

The purpose of this general order is to establish guidelines to govern personal grooming and the wearing of the police uniform.

### II. POLICY

It is the policy of the Abington Township Police Department that all sworn members and civilian employees present a neat and clean personal appearance and image to the general public. It is expected that supervisors at all levels inspect personnel on a continual basis.

### III. Definition

*Tattoo:* an indelible mark or figure fixed upon the body by insertion of pigment under the skin.

*Branding:* a mark made by burning (hot or cold) or otherwise, to a portion of a person's body or skin, resulting in a scar making it permanent.

*Intentional Scarring:* also known as scarification; scratching, etching, burning/branding, or superficially cutting designs, pictures, or words or otherwise into the skin as a permanent body modification.

## **IV. PROCEDURE**

### **A. Wearing of Uniforms**

1. All sworn members assigned to patrol will wear the authorized uniform described in this general order, unless otherwise specified. Certain seasonal uniform additions or changes may be established by the Chief of Police.
2. All sworn members on duty shall wear uniforms or other clothing in accordance with established departmental procedures. Belts, shoes, uniform shirts and pants, and equipment must be clean and cared for properly.
3. Off-duty wear of uniforms by members is prohibited. No uniform or part of the uniform may be worn by members while off duty or on leave. Division Commanders may authorize exceptions for funerals, military functions or similar activities.

### **B. Grooming**

1. Employees will keep their persons clean and sanitary.
2. Hair Style
  - a. Hair will be neat and clean in appearance at all times.
  - b. The bulk length will not interfere with the normal wearing of police headgear required in the performance of duties; uniform hat must be able to remain on the member's head without the hair pushing the hat up.
  - c. Male Officers
    - (1) The back of the hair will be neatly tapered, rounded or squared, and may extend down to the top of the collar.
    - (2) Length of the hair in front will not fall lower than 2" above the eyebrows.
    - (3) Sideburns must be neatly trimmed and should not extend below the middle of the ear.
  - d. Female Officers
    - (1) Hair will not interfere with the normal wearing of the police headgear required in the performance of duties.

(2) While on duty, female officer's hairstyle should not extend below the bottom of the collar.

(3) Conspicuous pins, barrettes and combs are not authorized.

e. Other Changes

(1) Members may not have an altered appearance while on duty if such change causes public attention or reflects negatively upon the Department or its professional image.

(2) Mustache

a. Face will be clean shaven with the exception of wearing a neatly trimmed mustache. The lowest point of the mustache will be no lower than the lowest point of the bottom lip, and no more than 2" beyond the corners of the mouth

3. Body Modification

a. Tattoos, Branding or Intentional Scarring

(1) Tattoos, brandings or intentional scarring as defined by this department shall not be visible to the public. Tattoos, brands, or intentional scars shall be covered when on duty by uniform or business attire if in plain clothes.

(2) Tattoos, brandings or intentional scarring are not permitted on the face, neck ears, scalp, or hands. Exceptions may be made for female employees for permanent makeup (e.g. eyeliner, lip liner) that conforms to the makeup guidelines found in this policy.

(3) Tattoos, brandings or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic or racial intolerances; that promote a partisan political statement or expression; or that portray derogatory or offensive characterizations contrary to the values of this department are prohibited.

b. Body Piercing

(1) Visible body piercing, with the exception of the ear, is not permitted unless covered by the appropriate uniform of the day. Visible gauged piercings are prohibited.

(2) Earrings pierced or non-pierced, or any other “body jewelry” may not be worn by members while in uniform. Gauged piercings are prohibited. Any additional piercings that cannot be concealed by clothing, such as those in the tongue, nose, lip, etc., must be removed while on duty or in uniform.

c. Other Appearance Changes

(1) Members may not have an altered appearance while on duty if such change causes public attention or reflects negatively upon the Department or its professional image.

4. Cosmetics

(1) While on duty makeup shall be conservative and natural looking and applied so as to blend with the skin tone. Heavy makeup for eyelids and face is not permitted. False eyelashes may only be worn in a tasteful manner.

5. Dental Ornamentation

- a. The use of gold, platinum, silver or other veneer caps for the purpose of ornamentation is prohibited.
- b. Teeth, whether natural, capped or veneered, shall not be ornamented with designs, logos, jewels, initials, etc...
- c. Unnatural shaping of teeth for nonmedical reasons is prohibited.

6. Fingernails

- a. Fingernails shall be clean and neatly cut at all times and not extend more than one-quarter inch beyond the fingertip.
- b. Visible nail polish shall be clear or otherwise conservative.
- c. Jewelry or ornamentation on fingernails is prohibited.

b. Uniform Specifications

7. Hat

- a. The uniform hat will be of the type and color issued by the department with a gold or silver state seal frontice piece. The silver frontice piece will be

worn by Sergeants and Officers. The gold frontice piece will be worn by Lieutenants and above.

- b. The hat is to be worn at all times with the exception of:
  - (1) While at headquarters
  - (2) Operating the patrol vehicle
  - (3) When not practical (heavy winds), or
  - (4) When the member's safety is in question.
- c. During extreme cold weather, members may wear the Gore-Tex fabric trooper style hat which will have the state seal on the front brim.

## 8. Trousers

- a. To be police and fire blue with an air force blue stripe for officers and sergeants. Lieutenants and above trousers will be police and fire blue with a gold stripe on an air force blue overlay on the outer side of each pant leg.

## 9. Shirts

- a. Short Sleeved Shirts
  - (1) Will be the uniform of the day from June 1 to September 14, unless specifically changed by the ranking Patrol Division Supervisor on duty due to special circumstances, etc. Members with tattoos, brandings or intentional scars will be required to wear the long-sleeved uniform shirt year-round to prevent visibility to the public.
- b. Long Sleeved Shirts
  - (1) Will be the uniform of the day from November 16 to March 31, unless specifically changed by the ranking Patrol Division Supervisor on duty due to special circumstances, etc. Members with tattoos, brandings or intentional scars, visible on their lower arms (below the short-sleeve shirt cut-off), will be required to wear the long-sleeved uniform shirt year-round to prevent visibility to the public.

- (2) Long Sleeved Shirts will always be worn with the police and fire blue, velcro breakaway tie unless specifically changed by the ranking Patrol Division Supervisor on duty due to special circumstances, etc., or as specified below in 3, c.

c. Turtleneck Shirts

- (1) The turtleneck will only be worn when the winter uniform (long sleeved shirt) is authorized.
- (2) The turtleneck will only be worn by members assigned to field duties. Each member must maintain a uniform tie within police headquarters and have it available for dress functions.
- (3) The only turtleneck to be worn is the one purchased through the clothing order or one approved by the Chief of Police.
- (4) When the turtleneck is worn, the top uniform shirt will be left open and no tie will be worn.
- (5) If the turtleneck is not worn, the long-sleeved shirt will be worn with a blue, velcro breakaway tie or dark navy t-shirt.
- (6) Between the dates of March 31 to May 31, and September 15 to November 15, the individual member may use his/her discretion in wearing either the long-sleeved shirt and tie or a short-sleeved shirt. Members with tattoos, brandings or intentional scars, visible on their lower arms (below the short-sleeve shirt cut-off), will be required to wear the long-sleeved uniform shirt year-round to prevent visibility to the public.
- (7) When wearing open necked shirts, only solid blue undershirts may be worn. Either a blue, black or white vest can be worn.

10. Ties

- a. The appropriate tie will be the blue, velcro breakaway style for the member's safety.

## C. Required Uniform Devices

### 1. Insignias

- a. The Chief of Police, Deputy Chief of Police, and Lieutenants will wear their rank insignia on the jacket epaulets.

- (1) The Pennsylvania State seal emblem will be worn on both sides of the uniform shirt collar.

- b. Sergeants will wear chevrons on each shirt, jacket or sweater (if outer garment) sleeve.

### 2. Emblem

- a. The Department shoulder patch will be worn on both sleeves centered one inch (1") down from the shoulder seam.

- b. Special Unit emblems are to be worn on the right sleeve centered one inch (1") down from the shoulder seam.

- (1) In the event a member belongs to more than one special unit, the patch worn will be the member's personal preference, but in no case will more than one patch be worn on that sleeve.

### 3. Badge

- a. The official Abington Township Police Department badge will be worn in the badge tab located over the left breast pocket. The badge will be worn on the outer garment by all sworn members when in uniform.

- b. Seniority Service Recognition

- (1) Patrol Officers, based on their seniority, will be issued badges numbered one (1) through ten (10).

### 4. Name Plate

- a. To be worn centered over the right breast pocket flap.

- b. The nameplate is required on the uniform shirt and all outer garments.

## D. Optional Uniform Devices

## 1. Service Insignia

- a. All uniformed members will be issued a "Service" pin. On the pin will be the wording "Serving Since". Between the words "Serving Since" will be the year the member began serving as a police officer with the Abington Township Police Department.
- b. Service pins shall be worn just below the name tag on the right side of the uniform shirt, jacket or sweater.
- c. The service pin will interlock with the name tag, creating a neat appearance.
- d. The service pin will be silver in color for Sergeants and Patrol Officers. The pins will be gold in color for uniformed Lieutenants and the Chief of Police. All pins will have black lettering.
- e. If the pin is lost, stolen or damaged, it will be replaced through the member's clothing allowance.
- f. Qualifications
  - (1) Service pins will be issued to all uniformed members currently working for the Abington Police Department.
  - (2) Service pins will be issued to new officers after they have successfully completed their probationary period.
  - (3) Uniformed members of the Abington Police Department are required to maintain a service pin that accurately reflects their service with the Department.

## 2. Commendation Medals and Ribbons

- a. Ribbons and Medals may be worn in accordance with the guidelines for awards as set forth below:
  - (1) May be worn in a combination ladder approved and issued by the Department through the Commendation Review Board.



(2) Only those medals/ribbons issued by the Department, and authorized by the Chief of Police, may be worn.

(3) Ribbons/medals are to be worn in the same manner as the name plate described in section D, Required Uniform Devices.

b. Ribbons will be worn directly above the uniform badge.

c. The name plate and serving since pin will also be worn on the ladder.

### 3. Black Bands

May be placed on the police department badge:

a. Up to one month in the event of a local (Delaware Valley) police officer killed in the line of duty.

b. Up to one week in the event of a current or retired Abington police officer dying from causes not related to duty incurred injuries.

c. For a length of time when authorized in writing by the Chief of Police for suitable situations not covered above.

### 4. Optional Items

a. The following optional uniform device items will be worn centered on the police uniform shirt right side pocket flap:

(1) Physical Fitness Citation Device;

(2) Drug Abuse Resistance Instructor Device;

(3) Certified National School Resource Officer Device;

(4) United States of America Flag Device.

b. Only one optional uniform device item may be worn on the shirt at any given time.

### E. Uniform Outer garments

#### 1. Winter Jacket

Will be an issued item through the quartermaster system. The Department shoulder patch will be worn on both sleeves centered one inch (1") from the top seam. Special Unit patches to be worn on the right sleeve centered one inch (1") from the top seam. Zip out lining will be worn as needed.

2. Reversible Bomber Jacket

Dark Navy reversing to Fluorescent Yellow. The Department shoulder patch will be worn on both sleeves on the dark navy side of jacket only centered one inch (1") from the top seam. Where needed, Special Unit patches will be attached to the right sleeve in place of the police patch. Where needed, Sergeant chevrons will be attached to each sleeve underneath the shoulder emblems.

3. Sweater

Members will have the option to wear either the V-neck style or the quarter zip, dark navy blue in color. The sweater may be worn as an outer garment. A turtle neck uniform shirt shall be worn as the undergarment while wearing a sweater in lieu of a dark navy t-shirt. All items required while wearing the overcoat are also required while wearing the sweater (patches, nameplate, etc.)

4. Rain Coat

Will be issued through the quartermaster system. Can be replaced as needed. The member has the option of wearing the full-length fluorescent rain coat for visibility in inclement weather.

5. Gloves

To be worn appropriate for the weather.

6. Outer Vest Carrier

The outer vest carrier approved by the Chief of Police and offered for sale on the uniform order.

F. Uniform Leather Gear

1. Only Department approved leather gear may be worn while in uniform.
2. The gun belt will be worn over a black pants belt.

3. Holsters will be worn appropriate to the shooting hand.
4. Magazine with case to be worn on opposite side of gun, in front for quick access.

#### G. Safety Equipment

1. The Expandable Baton
  - a. To be issued equipment and carried by sworn members after the required Department training.
2. Oleoresin Capsicum (OC) Aerosol Restraint Spray
  - a. After completion of their training, all on-duty sworn members, regardless of rank or assignment, will carry the Department-issued pepper spray and holder on their person.
  - b. Exceptions: Members are released from this requirement under the following two circumstances:
    - (1) While working inside the Police Department;
    - (2) While on approved undercover details.

#### H. Uniform Footwear

1. Shoes and Boots
  - a. Bates black leather low style shoe may be worn anytime. Mandatory for ceremonies, parades and other functions requiring a full-dress uniform.
  - b. All boots, and shoes must be polished. Boots may be worn anytime with the exception of when a full-dress uniform is required.
  - c. Boots - Only Department issued boots may be worn while in uniform.
2. Socks
  - a. Will be black or dark blue unless worn under high top boots.

I. Miscellaneous Items

1. Wearing of sunglasses.

- a. Sunglasses of conservative size, color, and design may be worn with the uniform. Mirrored sunglasses are prohibited.
- b. Sunglasses shall be removed while indoors and during conversations with the public or a supervisor.

2. Wearing of Neck Gaiter/Face Cover

- a. If a special circumstance exists and the wearing of a face mask is necessary or required, due to the issuance of a Special Order by the Chief of Police, only the Abington Police neck gaiter with the Department patch or other approved insignia is approved for use while on duty.
- b. In the event that an officer has a special medical condition that prevents him/her from wearing the Abington Police neck gaiter, or there is a need for additional personal protection to be provided beyond the capabilities of the issued neck gaiter, a comparable option with an equal or greater safety margin will be provided to the officer.

3. Jewelry While in Uniform

- a. Jewelry or personal ornaments shall not be affixed to any part of the uniform or equipment, except those authorized by this general order.
- b. Finger rings may be worn on the hands within reason.
- c. While in uniform, earrings may not be worn by members
- d. Chains around the neck will be permitted if they are not conspicuous when wearing the summer uniform shirt with open collar.

4. Identification Cards

- a. Every member on duty in uniform or in plain clothes shall carry an official police identification card. It shall be displayed when necessary to establish credentials.

5. Smokeless Tobacco

- a. The use of smokeless tobacco, chew or similar products, is prohibited from use by all members of the Department while on duty.

## I. Civilian Clothing

1. All personnel required to wear civilian clothing in the course of their normal duties, such as court appearances, will dress appropriately, i.e., shirt and tie, sport coat or suit.
2. All female officers will dress in a professional manner.
3. Exceptions to this dress code during normal working hours will be made at the discretion of the Division Commander or duty supervisor when necessary for duties such as undercover investigations, raids, etc.

### ***Appendix A – Uniform Classes***

#### A. Class “A” Dress Uniform

1. Dress Coat with Sam Browne belt.
2. White uniform shirt and tie (APD tie tack) for Lieutenants and above.
3. Air Force Blue uniform shirt and tie (APD tie tack) for all ranks below Lieutenant.
4. Department issued uniform trouser (no cargo pants).
5. Footwear will be high-polished full leather or gloss synthetic boots or Oxfords (No Nylon).
6. Only a firearm, handcuff case, and magazine holder will be carried on gun belt.
7. Department issued uniform hat with hat badge.

- Or -

8. White or Airforce blue long sleeve uniform shirt with tie (APD tie tack) for Lieutenants and above
9. Airforce Blue long sleeve shirt and tie (APD tie tack) for all ranks below Lieutenant
10. Department issued uniform trouser (no cargo pants)

11. Footwear will be high-polished duty boots or shoes suitable for Class "A" Dress

12. Body Armor shall be worn underneath uniform shirt

\*\*\*\*\* Blouse coats will be worn at the Chief's Discretion\*\*\*\*\*

B. Class "B" Uniform

1. Airforce blue long sleeve or short sleeve uniform shirt worn without a tie and body armor worn underneath shirt

2. A department issued blue turtleneck or blue tshirt will be worn underneath a long sleeve shirt

3. A blue undershirt will be worn underneath a short sleeve uniform shirt

4. Department issued uniform trouser including cargo pant

5. Footwear will consist of approved black shoes or boots.

C. Class "C" Uniform

1. May be worn as uniform of the day in patrol

2. Outer vest carrier approved by the Chief of Police worn with a dark navy-blue long sleeve or short sleeve polyester shirt (with or without tie) that has been approved by the Chief of Police. A dark navy-blue undershirt may be worn under base shirt.

a. Cargo pants may be worn with an outer vest carrier until December 31, 2022. Cargo pants can not be worn with this uniform option after December 31, 2022.

3. Cargo pants may be worn with outer vest carrier in specialized units such as: Truck Enforcement Officer, K-9, and Swat when working in that capacity.

4. Officers wearing a Class "C" uniform can wear an outer vest carrier approved by Chief of Police.

5. Bike Uniform – **body armor must be worn underneath bike uniform shirt**

6. Navy Blue Armorskin Base shirt worn without tie. Body armor will consist of the approved outer vest carrier with department approved pouches.

7. Footwear will consist of approved shoes or boots.

8. Officers will wear a dark navy-blue long sleeve or short sleeve polyester base shirt that has been approved by the Chief of Police underneath the vest carrier.

\*\*\*\*\* Only Department issued outer garments are to be worn \*\*\*\*\*

**The Chief of Police reserves the right to designate a specific outer garment be worn considering the type of event.**