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Durham Police Department

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POLICY # 26.1.1.4

SUBJECT: Standards of Conduct, Uniform Appearance

NOTE: This written directive is for the internal governance of the Durham Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

PURPOSE

The purpose of this directive is to establish clear guidelines for uniform wear and personal grooming for employees of the Durham Police Department.

POLICY

It shall be the policy of the Durham Police Department to project a professional image to the public through uniform appearance and grooming standards. These standards apply to all Durham Police Department personnel unless specifically noted otherwise.

PROCEDURE

Prescribed Uniform

- The official uniform of the Durham Police Department shall be of such styles, materials, colors and manufacture as shall be prescribed by the Chief of Police. No item may be added to or worn as part of the uniform unless authorized by the Chief of Police.

Wearing the Uniform

- Uniforms shall be kept neat, clean, pressed, and in good repair at all times. While in uniform, members should maintain a professional bearing while avoiding mannerisms such as slouching, shuffling, and keeping hands in pockets.
- Between the hours of 7:00 AM and 9:00 PM, the hat shall be worn while on foot patrol of the down town area, while on traffic posts, while on motor vehicle stops and

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when in public unless directed by a supervisor or when police tactics would suggest otherwise.

- Between the hours of 9:00 PM and 7:00 AM, the hat does not have to be worn unless directed by a supervisor.
- When worn, it shall be squared in a military style, with the brim two fingers from the eyebrow and the bottom edge parallel to the ground.

Periods of Wear

Summer: May 1 through September 30.

Winter: October 1 through April 30.

- An optional period of wear may be posted by the Deputy Chief up to one month preceding or following a defined period of wear; however, if weather dictates, the optional period may be extended with the approval of the Chief of Police. The Shift Supervisor will determine the uniform to be worn on shift during the optional period.
- Bike and Detail uniform periods of wear also follow the guidelines listed above.

Uniforms Described

WINTER

- **Shirt:** A long sleeved, navy blue shirt with Durham Police Department shoulder patches on both sleeves. A black clip-on tie shall be worn with the winter uniform shirt. When there is inclement weather, Sergeants may approve officers to wear a navy blue or black mock turtleneck shirt under the uniform shirt instead of the clip on tie. However, all officers must wear the same uniform.
 - ◆ Sergeant's rank will be worn 1/2" below the shoulder patches on both sleeves. Command staff rank will be worn on the epaulets of both shoulders, centered front to back, with the outside edge not more than 1/2" from the shoulder seam.
 - ◆ Collar brass will be worn with the "DPD" centered evenly over the collar points. Command staff rank will be worn in lieu of "DPD" collar brass and will be centered evenly over the collar points.
 - ◆ Silver or Brass (rank dependent) nametags will be worn with the bottom edge touching the top of the right breast pocket, centered. A "serving since" tag may be worn with the nametag at the officers' discretion.

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- ◆ A Durham Police Department Badge will be worn on the left breast, centered above the left breast pocket. The bottom tip of the badge is not to be more than 3/4" above the pocket.
 - ◆ Service stripes, also known as "hash marks" will be worn on the left sleeve so that the stripes are on the outer most "edge" of the shirt. Each service stripe worn will represent three years of service in law enforcement.
 - ◆ Other medals, awards, articles of recognition or specialty pins may be worn as directed by the Chief of Police.
- **Pants:** Navy blue pants with a 1" black stripe on the outside seams of both legs.
 - **Hat:** A navy blue "military round" hat with hat badge. Sergeants and command staff will wear a gold badge. Patrol officers will wear a silver badge. For winter/cold weather, black or navy blue watch caps may be worn with or without "POLICE" embroidered on the front.
 - **Boots or shoes:** Plain toed, black boots or low quarter shoes as authorized by the Chief of Police. Leather boots or shoes shall be kept clean and maintained with a high gloss shine. Cuts or scrapes shall be repaired or the footwear replaced.
 - **Socks:** When wearing low quarter shoes or 3/4 height boots, officers must wear black socks unless otherwise authorized by the Chief of Police. Authorization will only be made for a documented medical reason.
 - **Belt:** Black leather with a silver or brass buckle, depending on rank.
 - **Jacket:** Navy blue, cruiser length jacket with Durham Police Department shoulder patches on both sleeves. Sergeants and command staff will have gold buttons. Patrol officers will wear silver buttons. The nametag will be centered on the right breast with the bottom edge parallel to the top edge of the pocket. The badge will be worn on the left breast. Sergeants' rank will be worn 1/2" below the shoulder patches. Command staff rank will be worn on the epaulets.

Black leather finger-tip length jackets are authorized for wear during the winter uniform period. The leather shall have a dull finish. Durham Police Department (subdued) patches shall be worn on both sleeves. The snaps and zipper shall be subdued black in color. Ranking officers shall wear brass rank insignia pinned to the epaulets of both shoulders. Name tags shall be affixed to the right breast pocket flap and centered. The badge will be worn on the left breast

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- **Gloves:** Black, winter or protective, gloves shall only be worn when the officer is wearing a jacket. Orange or white traffic gloves may be worn without a jacket.
- **Equipment belt:** Shall have a chlorino finish. Sergeants and command staff shall wear a brass buckle, patrol officers a silver buckle. The following equipment items shall be worn on the belt:
 1. Holster and firearm,
 2. Double Magazine Pouch,
 3. Handcuff Case,
 4. Radio,
 5. O.C. Spray,
 6. ASP Scabbard and Weapon
 7. Latex Gloves
 8. Additional items may be worn with the express permission of the Chief of Police. However, no additional item may be worn if it interferes with the function or operation of any issued equipment.
- The holster shall be worn on the strong hand side, centered over the seam of the pants. All other equipment shall be worn according to the officers' training and experience.
- No non-issued item shall be worn with the uniform without the express written consent of the Chief of Police. The Personnel and Administration Captain shall maintain a list of all equipment and uniform articles approved for wear.
 - Cell phones and pagers may be worn with the uniform without express consent of the Chief of Police.
- No more than four belt keepers may be worn.
 - ◆ The snaps shall be gold for Sergeants and Command staff, and silver for patrol officers.
 - ◆ Two belt keepers should have four snaps and shall be worn on the back of the belt. The remaining two keepers should be of single snap design and may be worn in such places that secure equipment to the belt at the discretion of the officer.
- Command Staff is authorized to wear a chlorino "Garrison" belt and department issued firearm in lieu of the complete "Sam Browne" belt and equipment, as appropriate.

SUMMER

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- **Shirt:** The summer shirt will be of the same type as the winter shirt, but will be made with short sleeves.
- **Pants:** Described above.
- **Hat:** A navy blue “military round” hat with the same attachments as described above.
- **Boots or shoes:** Described above.
- **Gloves:** Generally, black gloves shall not be worn unless the officer is wearing a jacket. Orange or white traffic gloves may be worn without a jacket.
- **Socks:** Described above.
- **Belt:** Described above.
- **Equipment Belt:** Described above.

MOURNING BAND PROTOCOL

Black mourning bands shall be worn on a Durham Police badge only in the following circumstances:

- Upon the line of duty death of a Durham Police Officer, the mourning band will be worn for a period of thirty days from the date of death.
- When an officer attends the funeral of an active Law Enforcement Officer (LEO), the band shall be displayed until the completion of the funeral.
- Upon the line of duty death of a LEO from a neighboring jurisdiction, the mourning band will be worn from the date of death and removed at the conclusion of the day of burial.
- National Peace Officers Memorial Day (May 15th).
- If the Durham Police Department chooses to recognize any memorial service for department LEO’s that have died in the line of duty.
- At the direction of the sheriff, chief of police, or when special circumstances dictate that a department display of official mourning is appropriate.

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BIKE

- The bike uniform will consist of a high-visibility, yellow, Durham Police Department “golf” shirt with reflective striping, Navy blue or black bike shorts as prescribed by the Chief of Police, and bicycle helmet. Issued leather gear or approved “web” gear shall be worn with the bike uniform.
- Black sneakers or low quarter/3/4 height tactical boots shall be worn with the bike uniform. The style may vary; however, each style must be approved by the Chief of Police prior to being worn with the uniform.
- Officers assigned to the bike patrol shall wear protective eyewear and predominantly black, gray, or navy blue gloves designed for wear on bicycles, at all times.
- In cooler weather, officers assigned to bike patrol may wear navy blue or black “fatigue” pants instead of shorts, and the issued bike patrol jacket. When no bike patrol jacket is available, the assigned officer may wear their light weight jacket with the reflective side out.

DETAIL

- The construction detail uniform will be made up of navy blue or black fatigue pants, a high-visibility yellow Durham Police Department “golf” shirt with reflective striping, and black sneakers or boots. A blue or black Durham Police Department baseball hat will be worn. An officer assigned to a road construction detail may choose to wear their firearm in an approved holster with no other equipment.
- When wearing the detail uniform in winter/cold weather, officers may wear a black or navy blue mock turtleneck shirt under the golf shirt.
- Officers may choose to wear the issued winter or summer uniform instead of a detail uniform. However, all officers assigned to one detail shall be in the same uniform.
- The standard winter or summer uniform shall be worn for all private details that are not construction related.

NOTE: All brass shall be kept highly polished. Scratched brass shall be replaced.

RAIN GEAR

- Officers may wear navy blue or black calf length or "cruiser" length reversible raincoats. The reverse side must be of a "Day-Glo" color and may include reflective striping. The high-visibility side of the rain gear must comply with current ANSI safety requirements. Officers shall wear a badge on the left breast of the raincoat.

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- Officers may wear a clear or black rain cover for their hats, as appropriate. In poor weather or low visibility, officers may elect to wear the high-visibility side of a reversible rain cover for the issued hat.

Non-Uniformed Officers

- Officers assigned to duties that do not require wearing a uniform shall wear clothing appropriate to the assignment.
- Officers assigned to Administrative or Investigative assignments shall wear appropriate business attire.
 - ◆ During winter months, this includes long sleeve “oxford” shirts and ties, slacks, and shoes or boots. Sport jackets or suits may also be worn.
 - ◆ During warm months this includes short-sleeved “oxford” shirts with a tie, or a “golf” shirt, slacks, and shoes or boots. Unless otherwise directed, sneakers are not authorized. Sport jackets and suits may also be worn.
 - ◆ Female officers are also authorized to wear skirts, dresses, and blouses consistent with professional business attire.
 - ◆ Boots or shoes must be kept clean, polished when applicable, and in good repair.
 - ◆ All shirts worn by department employees must be of such length that they can remain tucked in to the pants, skirt, or dress being worn.
- Officers assigned to “plain clothes” patrols may wear clothing that will assist them in disguising their identity. However, when assigned to this capacity, officers shall have their badge and police identification on their person at all times. At a minimum, they shall have an approved firearm, handcuffs and a radio or cell phone on their person at all times.
- All officers assigned to non-uniformed duties must have their badge or police identification immediately available for display when requested by any person. At a minimum, officers assigned to non-uniformed duties shall have an approved firearm and handcuffs immediately available to them at all times.

Jewelry

- On-duty male police officers on uniform, investigative, or administrative assignments shall not wear earrings.

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- On-duty female police officers on uniform, investigative, or administrative assignments may wear only one earring in each ear. No earring may hang from the ear. See additional restrictions below.
- No male police officer on uniform, investigative, or administrative assignment may wear any necklace outside of the uniform shirt. Female police officers on investigative or administrative assignments may wear one necklace outside their clothing; however, they shall not wear any necklace outside their clothing when in uniform.
- Civilian employees shall conform to the same jewelry standards as sworn officer's assigned to uniform, investigative, or administrative assignments. However, a female civilian employee may choose to wear one earring in each ear that hangs no more than one inch below the bottom of the ear lobe; in addition, the female civilian employee may also choose to wear one "stud" style earring in each ear. See additional restrictions below. Female civilian employees may choose to wear one necklace that is worn outside of their clothing. No other exceptions shall be permitted.
- Police officer's assigned to the Attorney General's Drug Task Force (AGDTF) or the USDOJ Drug Enforcement Administration (DEA) may wear jewelry that will assist them in disguising their appearance for the period of the assignment only. The Chief of Police or his designee must approve all other jewelry for plainclothes officers. When choosing jewelry, plain-clothes officers shall keep officer safety in mind.
- In no instance shall a religious device be worn outside of the clothing.

Tattoos and Brands

Officers should present a professional, neutral appearance that will not negatively impact the public's perception of the officer or the Durham Police Department.

- The Durham Police Department prohibits visible tattoos for all persons hired after August 1, 2007. Reasonable accommodations will be made only at the discretion of the Chief of Police.
- The Durham Police Department permits tattoo's that are visible in whole or in part while wearing uniform or civilian clothing for employees of the department hired before August 1, 2007 with the following restrictions:
 1. The tattoo shall not advocate religious, racial, gender, sexual orientation, or ethnic hatred or intolerance;

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2. The tattoo shall not advocate, create or represent unlawful discrimination of any kind;
 3. The tattoo shall not advocate violence, unlawful activity, or the suppression of Rights under the NH or US Constitutions, Federal, State or local law;
 4. The tattoo shall not degrade or demean any person based upon race, religion, sexual orientation, ethnicity, national origin or gender;
 5. The tattoo shall not be considered obscene, derisive or offensive such that it would likely provoke a violent reaction on the part of an ordinary person;
 6. The tattoo shall not represent or be affiliated with, or be of such style to be misunderstood to represent or be affiliated with, any gang, so-called "outlaw" motorcycle club, prison affiliation, or other unlawful or "outlaw" organization, whether formal or informal;
 7. The tattoo shall not appear on the neck, throat, head (including face) or anywhere on the hands (including fingers); and,
 8. **No tattoos shall be added so that they can be visible in whole or in part after August 17, 2007.**
- Visible body brands, in whole or in part, shall be prohibited. This prohibition applies to all existing and future employees of the Durham Police Department.
 - Employees shall not modify the uniform in any manner that would make visible any tattoo or brand that would otherwise be covered.
 - The Chief of Police reserves the right to require any employee to cover any visible tattoos with or without cause.

Body Piercing

- Visible body piercing (including the tongue) of any kind is prohibited for uniformed, investigative, administrative and civilian employees while on-duty.
- Specifically prohibited are ear piercing other than what is specifically permitted elsewhere in this policy.
- The removal of jewelry or "hardware" associated with any piercing anywhere on the visible body that leaves gaping holes or unsightly marks shall not be sufficient to bring an employee into compliance with this section. "Gaping holes or unsightly marks" shall be determined or defined at the discretion of the Chief of Police or designee.

Civilian Employee Apparel

- Civilian employees shall conform to the same standards as Non-Uniformed Officers.

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- This section also applies to all student interns, work-study employees, part-time and temporary employees, volunteers, members of Explorer Post #222, auxiliary personnel as defined in the CALEA SLEA Glossary, those assigned by the court to conduct community service, and any other town employee assigned to the Durham Police Department with advance notice.

Parking Enforcement/Animal Control Officer

- The parking enforcement officer shall wear the uniform designated for purchased by the police department for parking enforcement officers. That uniform consists of a grey polo style shirt with a monogrammed logo and black shorts or cargo pants. Dark shoes or boots of the officers choosing is authorized. The parking enforcement officer shall be issue a black baseball style hat.
- Only a jacket authorized for wear by the police department may be worn. The jacket shall clearly distinguish the parking officer from a full-time duty officer. A badge shall be prominently displayed that identifies the officer as a parking enforcement officer.
- A utility belt shall be authorized. At no time shall the parking enforcement officer wear any item on the utility belt that could be mistaken for a pistol.

Grooming Standards

- Department members shall be neat, clean, well groomed, and without offensive odors when on duty.

Hair Styles

- Male officers: When on duty, hair shall be evenly trimmed, should not extend beyond the top of the collar when standing up straight and should not cover any part of the officers' ears. Sideburns shall not extend below the bottom of the officers' ears. The hair shall be kept short enough to allow for the proper wearing of the issued Durham Police Department hat.
- Female officers: When on duty, female officers shall wear their hair “up” so that when the officer is standing, the hair does not extend below the collar or cover the ears. When “up”, the hair shall be kept in such a style that it allows for the proper wearing of the issued Durham Police Department hat.
- Civilian employees shall adhere to the same hairstyle standards as sworn employees.
- This section shall not apply to officers assigned to the AGDTF or the USDOJ DEA.

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Facial Hair

- Neat and trim facial hair to include both mustache and chin hair such as goatees may be worn at the sole and absolute discretion of the Chief of Police.
- Beards are not authorized. Police officer's assigned to the Attorney General's Drug Task Force (AGDTF) or the USDOJ Drug Enforcement Administration (DEA) may grow facial hair in such styles that will assist them in disguising their appearance for the period of the assignment only.
- Department members that have a documented medical condition that precludes shaving must present doctors' note to the Chief of Police explaining the medical condition and making a specific recommendation allowing the officer to wear facial hair other than that which is permitted by policy.
- The Chief of Police or a Division Commander may waive grooming standards for a valid police purpose. Such approval must have a time limit imposed.
- An electronic copy of this policy will be made available to all department members.