Ithaca Police Department
120 East Clinton Street
Ithaca, New York 14850

General Order Number: 350
Uniform Equipment Repair, Cleaning, Replacement & Return

Issuing Authority: Chief John Barber
Effective Date: 12/15/15

Rescinds/Supersedes: All previously issued directives
Review Date: 12/2016

Applicable NYSLEA Standards: 14.1; 14.2; 41.1; 41.3; 47.3
Number of Pages: 25

I. Purpose

A. It is the intent of this policy to ensure that officers of the Ithaca Police Department present themselves with a professional appearance while on duty, and conduct themselves appropriately off duty with regards to uniform, equipment, and identity issues.

B. This policy further serves as a resource for clothing and equipment items that are approved for purchase by officers out of their clothing allowance. Where a specific model and/or item number is listed as the approved item, no substitutions are authorized without prior approval from the Chief of Police or his/her designee.

II. Policy

A. It shall be the policy of this department that only the standards prescribed herein are acceptable and any deviation from such shall be grounds for disciplinary action.

B. All sworn members, regardless of rank while engaged in the performance of their official duties in uniform, are required to wear or carry the following equipment; unless specifically exempted by a Superior Officer.

C. All sworn officers are mandated to carry their issued/authorized firearm, shield, spare magazine(s), less-lethal force option, issued police radio, and handcuffs while on duty.

D. All officers are prohibited from wearing any Ithaca Police uniform article or any other item or equipment that is visible to the public which may cause the public to assume that the officer is on duty and seek out the officer for assistance when the officer is off duty and not fully equipped or prepared to act in the full capacity of a police officer, i.e. uniform shirts, jackets, hats, bulletproof vests, etc.
E. Members shall not significantly alter uniforms in such a way as to detract from the
original design or cause the uniforms to appear inconsistent with those of other officers.
Any alteration or modification to firearms or holsters must be performed by a department
armorer, after approval from the Chief of Police.

III. Authorized Uniforms

A. There shall be three distinct uniform classifications. The assignment or duty shall dictate
the class of uniform to be worn.

1. Class A-1- dress type, formal or official ceremony or detail
   a. Marine" Style – Class A 8 - Point Police Cap
      i. Specifications
         a) Visor - 1 1/8" inch
         b) Material- Navy deck - wool serge, to match dress
            blouse & pants
         c) Strap-Metal lace strap (Gold or Silver as
            appropriate)
         d) Buttons-Gold or Silver "P".
         e) Band - Convertible
   b. Uniform Item- Blouse (Coat)
      i. Specifications
         a) "Cadet" or "Marine" style fully lined, single
            breastored, w / two reinforced inside pockets.
            3/16" inch single needle topstitching all around
            fronts & pockets, two upper box pleat pockets w /
            scallop flaps, Sam Brown hooks front and back,
            cloth badge and nameplate tabs, center vent.
         b) Material - Uniform style navy serge 55 / 45
            Dacron wool 14.5 oz.
         c) Trim- Gold for Lieutenants and above, Royal
            Blue for Sergeants and Patrol Officers, cord edge
            around collar, & shoulder straps.
d) Buttons—"Line 24" size for pocket flaps and shoulder straps, "Line 36" size for front. Gold or Silver "P" as appropriate.

e) Sleeve Braid- Police Officer & Sergeant
   1) One (1), 1/8" inch Royal Blue braid to match cord edge, 3" inches up from cuff.

f) Sleeve Braid- Lieutenant
   1) One (1), ½" inch Gold braid to match cord edge, 3" inches up from cuff.

g) Sleeve Braid- Deputy Chief
   1) Two (2), ½" inch Gold sleeve braids to match cord edge, spaced ½" inch apart, starting 3" inches up from cuff.

h) Sleeve Braid- Chief
   1) Three (3), ½" inch Gold sleeve braids to match cord edge, spaced ½" inches apart, starting 3" inches up from cuff.

i) Seniority Stripes (One for every 5 years of full time Civil Service as a Police Officer)
   1) Police Officer & Sergeant 3/8" x 2", standard department Royal Blue, ½" inch above left sleeve braid.

   2) Lieutenant / Deputy Chief / Chief 3/8" x 2", Gold with Black backing to match sleeve braid, ½" inches above highest sleeve braid on left sleeve.

Seniority Stripes-Example
j) Department Patch- All dress blouses will have a department patch sewn onto each shoulder 1" inch below shoulder seam.

k) Sergeant Stripes- Sergeants shall display sewn on chevrons on uniform shirt and coat sleeves.

l) Awards- Medals shall be placed on the right breast over the name plate so that the lowest hanging medal rests ½" inch above the name tag.

1) If there are multiple different medals, the tops of all medals are to be placed in a straight horizontal line.

2) Medals will be placed on the vertical centerline of the name tag or equal distance from the centerline if there is an even number of medals.

3) If an officer has been awarded the same medal multiple times, a small metallic number pin shall be pinned to the center of the cloth drape for medals and, a new enameled pin shall be awarded with the appropriate number affixed thereto. The highest award should be positioned closest to the heart.
c. Uniform Item Pants

i. Specifications


b) Style- Four pocket standard uniform pants, equal to or same as H.S. 2123, tapered to 18" inches.

c) Braid- Police Officer & Sergeant ½” inch Royal Blue braid to match cord edge and sleeve braid, from the bottom of the waistband.

d) Braid- Lieutenant / Deputy Chief / Chief ½” inch Gold braid to match cord edge and sleeve braid, from the bottom of the waistband.

d. Uniform Item Duty Belt

i. Specifications

a) Belt- Mfg.: JAYPEE Style: 400A Color: Plain black.

b) Sam Brown Strap- Mfg. JAYPEE Style: 1435 Color: Plain black.

c) D Ring Keepers- Qty: (2), Mfg. JAYPEE Style: 54428 Color: Plain black.


f) Holster-Mfg. 57(2)(e), 57(2)(f) Plain black G22

g) Hardware-Gold or silver as determined by rank.
e. Uniform Item Suit Bag

i. All Class A Uniforms to be sent with garment bags appropriate to hold all of the above. The Class A uniform is sold as the entire set above.

2. Class B or Daily Patrol Duty Uniform

a. Uniform Item Navy Short Sleeve Uniform Shirt

i. Specification

a) Manufacturer – Horace Small Model # (Men’s)-HS1238 (Bi-Swing Back) or HS1236 (Standard Back) Model # (Women’s)-HS1293 (Bi-Swing Back) or HS1289 (Standard Back)

ii. Color -Dark Navy

iii. Other information - Zippers are authorized at the officers’ option.

iv. The navy short sleeve shirt shall be worn by all officers and supervisors. The shirt may be tailored to fit the body as appropriate, without being either skintight or tent-like on the body. The shirt will be crisp in color and will not have a noticeable color variation to the uniform pants being worn. Accoutrements will be displayed only as approved. All shirts will be worn in a neat, clean, orderly and professional manner at all times.

b. Uniform Item Black Undershirts

i. Specification

a) Manufacturer –Any

b) Color -Black

c) Style-Crew Neck
ii. Only black short sleeve, crew neck, under shirts will be worn under short sleeve uniform shirts. No writing or logos shall be visible on the undershirt. The sleeves of undershirts will not be visible beyond the bottom of the uniform shirt sleeves.

c. Uniform Item Navy Long Sleeve Uniform Shirt

i. Specifications

a) Manufacturer – Horace Small Model # (Men’s) - HS1140 (Bi-Swing Back) HS1138 (Standard Back) Model # (Women’s) - HS1191 (Bi-Swing Back) HS1188 (Standard Back)

b) Color - Dark Navy

c) Other information - Zippers are authorized at the officers’ option.

ii. The navy blue long sleeve shirt shall be worn by all officers and supervisors. The shirt may be tailored to fit the body as appropriate, without being either skin tight or tent-like on the body. The shirt will be crisp in color and will not have a noticeable color variation to the uniform pants being worn. Only a non-faded black mock or standard turtleneck shirt, dickey, or a black crew neck t-shirt, will be worn with the uniform shirt. No jewelry shall be displayed visibly around the neck. Accoutrements will be displayed only as approved. All shirts will be worn in a neat, clean, orderly and professional manner at all times.

d. Uniform Item Turtleneck

i. Specifications

a) Manufacturer – Blauer

b) Model # - 8110 (mock turtleneck shirt); 8100 (standard turtleneck shirt); 8119 (mock turtleneck dickey); 8109 (standard turtleneck dickey)
c) Color: Black

d) Style: Officers choice

ii. The wearing of a standard, mock, or dickey turtleneck is authorized under the long sleeve uniform shirt. There shall be no embroidery or design of any kind visible on the turtleneck when worn with the uniform shirt. Manufacturers other than Blauer may be worn, however, they must not be faded or worn out.

e. Uniform Item White Short Sleeve Uniform Shirt

i. Specifications

a) Manufacturer – Horace Small

b) Color -White

c) Model# (Men’s)-HS1235 Model#(Women’s)-HS1292

d) Other information - Zippers are authorized at the officers’ option.

ii. The Chief, Deputy Chiefs and Lieutenants will wear the navy blue short sleeve shirt. The shirt may be tailored to fit the body as appropriate, without being either skintight or tent-like on the body. The shirt will be crisp in color. Only a crisp white crew neck T-Shirt will be worn under this uniform shirt. The wearing of V-neck t-shirt, low cut undershirts or no undershirt at all, is not authorized. The undershirt will not have any writing or logos which are visible through the uniform shirt. No jewelry shall be displayed visibly around the neck. Accoutrements will be displayed only as approved. All shirts will be worn in a neat, clean, orderly and professional manner at all times.

f. Uniform Item White Long Sleeve Uniform Shirt

i. Specifications

a) Manufacturer – Horace Small
b) Color - White

c) Model# (Men's)-HS11373 Model#(Women's)-HS1190

d) Other information - Zippers are authorized at the officers" option.

ii. The Chief, Deputy Chiefs and Lieutenants will wear the navy blue short sleeve shirt. The shirt may be tailored to fit the body as appropriate, without being either skintight or tent-like on the body. The shirt will be crisp in color. The undershirt will not have any writing or logos which are visible through the uniform shirt. Only a non-faded white mock or standard turtleneck shirt, dickey, a white crew neck t-shirt, or a police issue clip on tie, will be worn with the uniform shirt. No jewelry shall be displayed visibly around the neck. Accoutrements will be displayed only as approved. All shirts will be worn in a neat, clean, orderly and professional manner at all times.

g. Uniform Item Uniform Pants

i. Specifications
   a) Manufacturer – Blauer

   b) Color - Dark Navy

   c) Model # (Men's) -8655 (Gabardine Trouser) Model # (Women’s) -8655W

   d) Material - Polyester

   e) Other information - This item is called the “Side Pocket” trouser.

h. Uniform Item Patrol Shorts

i. Specification
   a) Manufacturer – Olympic Uniforms

   b) Model # -OHS147
c) Color - Navy Blue

d) Style- Olympic Hollywood Shorts

i. Uniform Item Footwear

i. Specifications

a) Manufacturer – Leather or athletic style footwear of the Officers Choice (must be conservative in style)

b) Color - All Black

j. Uniform Item Patrol Sweater

i. Specifications:

a) Manufacturer – Blauer

b) Color - Black
c) Model # -210 V-Neck Wool Blend W / "PILTROL"

d) Model # -210XCR same as 210 with Windstopper liner.

e) Model # - 200 V-Neck 100% virgin wool yarn

f) Model # - 200XCR same as 200 with Windstopper liner.

k. Uniform Item Hats

i. Specifications-8-Point Police Cap

a) Visor - 1 1/8" inch

b) Band - Convertible

c) Material - Navy deck-wool serge.

d) Strap - Metal (Gold or Silver as appropriate)

e) Buttons -Gold or Silver “P”.
f) Other information - This hat should be ordered from Starr Uniform, or North East Uniforms.

ii. Specifications - 8-Point hat cover

a) Manufacturer – Blauer

b) Model # - 9101 or 107

c) Other information - If you order a Hat Cover it should be reversible Black / Yellow - Lime Green.

iii. Specification - Knit Patrol Hat

a) This hat must be ordered from Wearables, and must be embroidered with “ITHACA POLICE” by them.

b) Color: Navy Blue

I. Uniform Item Outer Vest Carrier

i. Specifications

a) Color - Black

b) Other Information - Shall have shield, nametag and flag pin attached in a location consistent with their placement on the uniform shirt. Shall have “Ithaca Police” screen printed and affixed to back of carrier.

m. Uniform Item 3 Season Coat

i. Specifications

a) Manufacturer – Blauer

b) Model # - 9910Z or 9915Z. Note - If this model is discontinued the most similar Blauer coat shall automatically replace this.

c) Color - Dark Navy
d) Other - Order with reflective back panel and reflective pull outs for front pockets.

n. Uniform Item  Leather Coat

i. Specifications

a) Manufacturer - Taylor's Leatherwear

b) Model # - Indianapolis #4461Z

c) Color - Black

o. Uniform Item  Light Duty Jacket

i. Specifications

a) Manufacturer – Blauer

b) Model # - 6001 (Reversible Bomber Jacket)  
   Note- If this model is discontinued the most similar Blauer coat shall automatically replace this.

c) Color - Dark Navy reversible to Fluorescent Yellow.

d) Other Information-Reflective “POLICE” tape, and 3” inch wide reflective stripe tape must be applied to the yellow side.

p. Uniform Item  Rain Coat

i. Specifications

a) Manufacturer – Blauer

b) Model # - 733 (Long, B-Dry); 9690 (Long, Gore-Tex); 9691(Short Gore-Tex)  
   Note - If this model is discontinued the most similar Blauer coat shall automatically replace this.

c) Color - Black reversible to Fluorescent Yellow.
d) Other Information-Must have reflective "POLICE" tape, and 3" inch reflective stripe tape on the yellow side.

q. Uniform Item Fleece Jacket

i. Specifications

a) Manufacturer – Blauer Model # - 4600 Pullover; 4610 Zip up – (not to be worn with the sleeves removed.); 4650

b) Color - Dark Navy

c) Other Information - These coats shall have IPD patches applied to both shoulders ½" down from the seam (along with Rank Patches as appropriate. Badge, name tabs, and flag pins shall be applied consistent with other outer garments in accordance with this policy.

ii. Policy

a) Coats – When a coat, fleece or any other outer garment is worn, the Officer must also wear a uniform shirt underneath the coat.

3. Bike Patrol Uniforms

a. Uniform Item Bike Patrol Short Sleeve Polo

i. Specifications

a) Manufacturer – Olympic Uniforms

b) Model # - CMP126

c) Color - Navy

d) Style- Olympic Cool-Max polo shirt

e) Other Information- This item shall have "ITHACA POLICE" in white letters on the back.
Sew on police shields are approved for this item. The shield must be ordered by the department.

b. Uniform Item Bike Patrol Shorts

i. Specifications

a) Manufacturer – Olympic Uniforms

b) Model # - OHS147

c) Color - Navy Blue

d) Style- Olympic Hollywood Shorts

c. Uniform Item Bike Patrol Padded Underwear

i. Specifications

a) Manufacturer- Olympic Uniforms

b) Model # - CMS1012

c) Color - Officers Choice

d) Style- The Cool-Max Skin

d. Uniform Item Bike Patrol Long Sleeve Polo

i. Specifications

a) Manufacturer – Olympic Uniforms

b) Model # - JIM125

c) Color - Navy

d) Style- Long Sleeve Pique Polo

e) Other Information- This item shall have “ITHACA POLICE” in white letters on the back.
Sew on police shields are approved for this item. The shield must be ordered by the department.

e. Uniform Item Bike Patrol Long Pants

   i. Specifications

      a) Manufacturer – Olympic Uniforms

      b) Model # - OCP588S (Supplex):OCP588W Waterproof

      c) Color - Navy Blue

f. Uniform Item Bike Patrol Jacket

   i. Specifications

      a) Manufacturer – Olympic Uniforms

      b) Model # - OVP587

      c) Color - Navy Blue / Yellow

      d) Style- Olympic Vest with zip off Bolero

      e) Other information- This item shall have “ITHACA POLICE” on the back, and “POLICE” on the front right breast.

g. Uniform Item Gloves

   i. Specifications

      a) Color- Black

h. Uniform Item Bike Helmet

   i. Specifications

      a) Color - Black or Gray, without designs.
i. Uniform Item Eyewear

i. Specifications

a) Black colored frames

j. Uniform Item Bike footwear

i. Specifications:

a) Conservative styling and black in color

k. Uniform Item Socks

i. Specifications

a) Color - Black

b) Style - Ankle or short style only.

IV. Uniform Adornments

A. The following items shall be worn on the items specified, only as prescribed unless otherwise indicated elsewhere in this policy.

1. Collar Brass

a. Shall be worn on both the long sleeve and short sleeve uniform shirt.

b. Shall consist of Silver "IPD" for Patrol Officers, Military style Gold stripes for Sergeants.

c. One (1) Gold bar for Lieutenants.

d. One (1) Gold star for the Deputy Chief, Two (2) Gold stars for the Senior Deputy Chief, and Three (3) Gold stars for the Chief.

e. Officer and Sergeant Brass shall be worn perpendicular to the centerline of the collar so that the bottom corners of the pin are just touching the seam line of the collar.
f. Lieutenants, Deputy Chiefs, and the Chief shall wear their brass so that it is parallel to the bottom seam and ½" inch above the seam centered between the tip and the base of the collar.

![Diagram of brass placement]

g. Collar Brass will be reordered by / through the department at the officers' expense.

2. Ithaca Police Shoulder Patch

a. The Ithaca Police shoulder patch will be applied to both sleeves of all shirts and coats, ½" inch down from the shoulder seam.

3. Service Stripe

a. Service stripes are a symbol of seniority and intended to instill a sense of Esprit de Corps. Officers may attach service stripes to their long sleeve uniform shirts according to the schedule that follows.

b. 1 - Stripe at the start of the 5th year of full time Police service (Civil Service) and an additional 1 stripe at the beginning of each 5 year period thereafter.

c. Service stripes will be sewn on long sleeve uniform shirts on the left sleeve only, with the side of the stripe that is closest to the back of the shirt placed on the vertical centerline of the shirt so that the lowest corner of the stripe is ½" inch above the top seam of the cuff.
d. Service stripes may be sewn on coasts and jackets at the officer’s discretion in the same manner as above.

e. The department will supply this item, no other vendors are authorized.

4. Badge

a. Shall be worn so that it rests ¼” inch above and centered on the left shirt pocket.

b. Shall be issued metal shield only. Except for bike patrol shirts.

c. If lost, shields will be reordered by / through the department, at the officers’ expense.

   i. The loss or theft of a police shield requires a police incident report and an eJustice file entry.

5. Field Training Officer Stripe

a. Field Training Officers, (who have met criteria designated by the Field Training Supervisor and Deputy Chief) will be issued FTO Stripe Patches for their uniforms. This Patch will be worn only on the left arm and will be sown centered and directly under the IPD patch on that Officer’s left uniform arm. In the event that particular FTO opts out of the program, is removed from the program or no longer meets the designated criteria, the FTO patch is to be removed.

6. Name Tag

a. Shall be metal pin on type only, ½” inch high by required length.

b. Shall have at a minimum the officer’s first initial and last name, i.e. “J. DOE” Officers may elect to have their first and last name, i.e. “JANE DOE”.

c. Shall be worn centered over and 1/8” inch above the right breast pocket.

d. No “serving since” pins shall be worn.

e. Shall be reordered by / through the department at the officers’ expense.

7. Flag Pin
a. Will be worn by everyone, 1/8" inch above all other pins over the right breast pocket.
b. The pin must be placed so the star field is closest to the right arm.
c. Reorder of this pin shall be by / through the department at the officers' expense.

8. Optional Pins

a. Officers may wear additional pins on the right side if their shirt, centered on the crease, with the Chief's Approval. These pins are, but not limited to:

   I. Investigations Unit
   II. Instructor
   III. F.T.O.
   IV. Negotiator
   V. Canine Team
   VI. Traffic Unit
   VII. S.W.A.T.
   VIII. Mike Padula Memorial
   IX. FBI National Academy

V. Optional Equipment or Apparel

A. The following optional equipment may be worn with the uniform:

1. Black key ring, matching gun belt.
2. Black flashlight holder, matching gun belt.
3. Silver or black whistle.
4. Folding Knife – may be carried in leather case; matching gun belt.
5. Pair black or navy blue gloves (weather dictating).
6. Pair black or navy blue earmuffs (weather dictating).

7. Sunglasses – Conservative in color and design.

VI. Authorized Equipment

1. Gun Belt & related accessories:

Public Officers Law 87(2)(f)

2. Personal Equipment

VII. Business Attire
A. Proper business attire is defined as clothing normally worn to conduct business, is not offensive to the public and is keeping with the professional standards of this department. This clothing shall be neat, clean, pressed and in good repair.

1. Male Officers
   a. Suit or sport coat, sweater or vest with dress slacks.
      i. During the summer months; depending on the assignment; the suit/sport coat and tie may be dispensed with the collar left unbuttoned.
   b. Dress shirt, suitable for tie with top collar buttoned.
   c. Tie worn at all times.
   d. Dress shoes (shined)
   e. Socks dark.

2. Female Officers
   a. Dress, skirt and blouse or slacks and a blouse
   b. Stocking or socks.
   c. Dress shoes (shined)

VIII. Training Attire

A. Proper training attire is defined as clothing worn during a training session. In keeping with the professional standards of this department individuals shall wear as a minimum:

1. Dress or Khaki style slacks.

2. Three button polo style shirt with collar.

3. Dress or casual shoes.

4. No “Jeans”, Tee-Shirts, or sneakers are to be worn unless specifically authorized by the training.

IX. Body Armor
X. Personal Grooming and Appearance

A. Male Officers

1. Hair may touch but may not fall more than one inch below the top of the ear.

2. Hair may touch but not fall below the top of the collar.

3. Hair style may not preclude the wearing of the uniform hat in such a manner as to reflect a well-groomed, professional image.

4. Hair shall not be dyed or cut/worn so as to present a non-professional image.

5. Jewelry: in general any item of jewelry will be of a conservative nature and will not be an impediment to officer safety.

6. Nails shall be no more than 1/4" in length beyond the tip of the finger. Members may wear clear nail polish.

7. All employees are expected to maintain good personal hygiene and present a professional image.

8. Sideburns:

   a. Sideburns will not extend beyond the middle of the ear lobe and will end in a clean-shaven, horizontal line.

   b. Sideburns will not exceed 1 inch in width and shall not flare more than one quarter inch top to bottom of sideburn.
9. Facial Hair
   
a. Facial Hair: Only neatly trimmed mustaches may be worn and may not extend over the top of the upper lip or extend more than ½" inch beyond the corners of the mouth towards the ears. Mustaches shall not be more than ½" inch in length and shall be well groomed.

B. Female officers

1. Will wear their hair so as to comply with the requirements of XA1 of this chapter or wear their hair in a bun or similar style.

2. Hair shall not be dyed or cut/worn so as to present a non-professional image.

3. Jewelry: in general any item of jewelry will be of a conservative nature and will not be an impediment to officer safety.

4. Nails shall be no more than 1/4" in length beyond the tip of the finger. Members may wear clear nail polish.

5. All employees are expected to maintain good personal hygiene and present a professional image.

II. Care & Maintenance of Issued Equipment & Uniforms

A. Members are responsible for the proper maintenance, care, safekeeping, and authorized use of all their respective uniforms & equipment.

B. Members shall not alter uniforms, weapons or equipment in any way without permission of the Chief of Police. Any alteration or modification to firearms or leather goods must be performed or approved by the departmental armorer.
C. Members shall not sell; give exchange or trade police equipment or uniforms.

III. General Regulations

A. Members shall appear in uniforms, which are properly fitted, clean, and neat well pressed, and in good repair.

B. While on duty, members shall wear the issued uniform and equipment unless excused by competent authority.

C. Members authorized to wear non uniform clothing while on duty will at all times be neatly dressed and wear professional business attire.

D. While on duty, those members assigned to non-uniform functions shall have their badge affixed to the outermost garment in plain view in those instances where there is a need to be identified (i.e. at police headquarters, at an incident scene etc.).

E. Distinguishable police uniforms will not be worn in combination with any non-uniform clothing while on duty except as authorized by the Chief of Police. Uniform members may wear non uniform clothing over their uniform clothing while traveling to and from work as long as the uniform is not readily visible.

F. Wearing or using any uniform or departmental issued equipment (including handcuffs, garments or weapons) for additional employment must be approved in advance by the Chief of Police.

G. Non-sworn members shall not carry any weapon while on duty.

H. The type of uniform shirt to be worn (long sleeve vs. short sleeve) for each shift will be determined by the Deputy Chief of Police-Operations.

I. While off duty, no member is authorized to wear any recognizable part of the Departmental uniform, without the prior approval of the Chief of Police.

J. All members of the Department, when subpoenaed, shall appear in uniform or acceptable business attire and their appearance shall be marked by cleanliness, neatness and concern for the details of their personal appearance. Court appearances shall include, but not be limited to: motor vehicle hearings, parole hearings, depositions, Grand Jury proceedings and all trial proceedings.

K. High visibility clothing, such as the raincoat or reflective vest, will be worn when assigned to traffic control posts and any and all times when necessary for officer safety.
L. Personnel in special assignments may be exempted from personnel grooming or uniform/equipment standards as approved by the Chief of Police

IV. Inspection of Uniforms and Equipment

A. All members are subject to an inspection of their uniform(s) and/or equipment at such times established authority may specify. If any portion of the uniform and/or equipment does not meet the departmental standard set forth for such equipment and/or uniform, appropriate action(s) shall be taken to ensure compliance, (i.e., replacement, cleaning written report, disciplinary action, etc.).

B. Issued equipment shall be maintained per current directives.

C. Supervisory level officers are responsible for insuring the compliance of personnel under their command within the standards set forth herein.