



FRANKLIN PARK BOROUGH POLICE DEPARTMENT

Policy: 5.11.1

Subject

Uniforms and Grooming

Date of Issue

January 1st, 2014

Revision Date(s)

1-15-2020, 3-5-2020

References

PLEAC 1.8.1

By Authority of:

Chief of Police

I. Purpose

The purpose of this policy is to establish the standards of uniform dress, authorized equipment and grooming for sworn officers and non-uniformed employees of the Department.

II. Policy

It shall be the policy of the Department that all personnel comply with the provisions of this general order.

III. Procedure

A. Uniforms General

1. All uniforms will be approved by the Chief of Police. No substitutions, changes or variations may be worn unless approved by the Chief of Police.
2. Uniform purchases will be made by submitting the Department's "Clothing Allowance Request Form" to the Chief. Once approved, the requested uniforms can be purchased by the officer.
3. At all times, when the officer is dealing with the public, the officer shall be in full uniform.
4. Uniforms shall be clean, neat and well pressed when being worn. Shoes, leather, and brass shall be clean and polished. Tennis-style shoes shall be maintained in a clean condition.

5. Uniform shirts and pants shall have the pockets properly buttoned, with no bulky items contained therein.
6. The uniform cap hat shall be worn in the public view while not engaging in an emergency situation. The cap hat will be worn in such a manner that the lower-most part of the hat bill will be on a line horizontal just above the eyebrows.
7. Uniforms will be classified as Summer, Winter and Class A.
 - a. Summer uniforms shall be worn from the first Monday of April unless otherwise directed (dependent on the weather).
 - b. Winter uniforms shall be worn from the first Monday in October unless otherwise directed (dependent on the weather).
 - c. Class A uniforms shall be worn for events such as parades, funerals or as otherwise directed by the Chief of Police or his designee.
8. All officers assigned to plainclothes duties shall carry their badge alongside issued duty weapon and handcuffs while on duty. In the case of an emergency situation, planned raid, etc., the badge will be displayed in a prominent place for identification purposes. (i.e. raid vest, body armor, jacket, neck chain, etc.)

B. Patrol and Detective Uniforms Summer/Winter

1. Dark navy style (short sleeve / long sleeve) shirt with Department patches and rank (if applicable) on both sleeves. Badges shall be worn above the left breast pocket with name tag above the right breast pocket. Silver collar pins with the state crest for patrol and gold rank insignia for sergeants shall be worn.
2. Dark navy dress pants with quarter inch wide black piping down the outside of each pant leg or Dark navy BDU style pants.
3. Black, navy or white crew-neck tee shirts shall be worn under the summer uniform shirt.
4. A navy blue clip-on style tie shall be worn with the winter uniform shirt for the AM shifts. A black or navy mock turtleneck/Dickie shall be worn under the winter uniform shirt for the PM shifts. The mock

turtleneck/Dickie shall have "FPPD" embroidered in ½ inch white letters on the front and center of the collar.

5. Black Shoes or boots in serviceable condition.
6. Black or navy socks shall be worn if visible.
7. Uniform Cap with black banding and silver hat badge for patrol officers and black banding and gold hat badge for sergeants. Summer uniform hats with either a navy blue cloth or mesh cover. Winter hats will have a navy blue cloth cover.

C. Class A Uniform

1. Dress navy (short sleeve / long sleeve) shirt with Department patches and rank (if applicable) on both sleeves. Badge worn above the left breast pocket with name tag above the right breast pocket. Departmental awards may be worn above the name tag
2. White Gloves may be worn for ceremonial purposes.
3. Dress navy pants with black stripe.
4. White crew neck collar tee shirts shall be worn under the summer uniform shirt. A navy tie with tie clasp shall be worn with the winter uniform shirt.
5. Black shoes or boots that are shined with black socks.
6. Uniform cap hat with black banding and crest for patrol division, gold banding and crest for sergeants and Chief of Police.

D. Command Uniforms Summer/Winter

1. White (short sleeve / long sleeve) shirt with Department patches on both sleeves. Badge worn above the left breast pocket with name tag above the right breast pocket. Departmental awards may be worn above the name tag.
2. Rank insignia on both shoulder lapels.
3. Dark navy pants with black stripe.
4. White crew-neck tee shirts shall be worn under the summer uniform

shirt. A navy tie with tie clasp shall be worn with the winter uniform shirt.

5. Shoes or boots that are shined with black socks.
6. Cap hat with gold banding and crest.

E. Optional Uniform Items

1. Department approved spring and winter jackets with Department patches and rank (if applicable) on both sleeves. Badge shall be worn above the left breast pocket.
2. ANSI approved reversible rain coat with badge worn on the left breast.
3. ANSI approved traffic vest or rain coat shall be worn while directing traffic.
4. Department approved fur hats and skull caps may be worn with the winter uniform during inclement weather.
5. Black leather or Gortex type gloves may be worn during inclement weather.
6. Black sweaters with Department patches and rank (if applicable) on both sleeves may be worn over the long sleeve shirt winter uniform and having the metal badge located over the left breast.
7. Bullet-proof vest carriers may be worn over only the winter and summer uniform shirt and shall have a sewn on name tag. A metal badge shall be worn over the left breast pocket.
8. Black watch caps or face/ski-type masks may be worn in extremely cold conditions.

F. Special Uniforms

1. Uniform requirements for special assignments such as crash investigations and truck inspectors shall be individually approved by the Chief of Police.
2. Uniform requirements for special units such as the NHSRT shall be worn in a manner approved by the governing body of those units.

G. Wearing of Awards

1. The wearing of Departmental issued awards shall be in ranked order, from left to right, as described in FPPD Policy 5.3.1 Awards.
2. The wearing of the American Flag ribbon shall always be worn as the highest ranking ribbon.
3. Officers desiring to wear other awards, ribbons, citations or unit specific emblems shall submit a letter of request to the Chief of Police.
 - a. If the request is approved, the response shall advise the officer of where the award, ribbon, citation or unit specific emblem shall be worn on the uniform.

H. Duty Gun Belt and Equipment

1. Duty gun belts and equipment shall be either leather or nylon in construction. They may be worn through belt loops or over a garrison belt if keepers are also worn.
2. At all times, duty gun belts and equipment shall be kept clean and serviceable.
3. Equipment purchases will be made by submitting the Departments Uniform Clothing Request Form to the Chief. After approval, the requested equipment shall be purchased from one of the Borough's approved vendors and forwarded to the officer.
4. Duty gun belts shall, at a minimum, carry the following if an outer body armor vest is NOT used:
 - a. Loaded duty weapon secured in holster.
 - b. Dual magazine pouch with two loaded magazines.
 - c. Portable radio with holder.
 - d. One pair of hand-cuffs in a case or hand-cuff holder.
 - e. Taser secured in holster and/or OC spray secured in holster.
 - f. Baton holder.
5. Optional duty gun belt items:

- a. Key or flashlight holder
- b. One extra pair of hand-cuffs in a case or hand-cuff holder.
- c. Pouch to carry rubber gloves.
- d. Knife in a sheath.
- e. Multi-tool
- f. DVR Microphone holder

I. Grooming Requirements

- 1. All officers working shall be well groomed and wear the uniform as required by this policy.
- 2. Officers or detectives working in plain clothes or in an undercover capacity must comply with these requirements unless they have authorization or permission to do otherwise from the Chief of Police.
- 3. Male Officers
 - a. The top of the head shall be neatly groomed. Hair shall present a tapered appearance and when combed, it shall not fall over the ears, eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. Sideburns shall be neatly trimmed, and the base will be a clean-shaven horizontal line. Sideburns shall not extend downward beyond the middle of the earlobe and shall be of an even width (not flared).
 - b. Facial hair shall be clean shaven except for mustaches which will be no lower than the top of the upper lip or wider than the corner of the mouth and shall be neatly trimmed and combed.
- 4. Female Officers
 - a. Hair will not extend below the bottom of the collar and will be clean, kept neat and combed. Female officers may pin their hair up in order to meet these requirements.
 - b. Hair shall not be over the ears and no hair shall extend over the forehead below the hat. Hairstyles must be worn in such a manner that it does not interfere in any way with the proper

wearing of the uniform hat.

- c. While in uniform, cosmetics may be applied lightly. Colors may be neither too bright nor too dark.
- d. Fingernails will not extend more than 1/8th of an inch from the tip of the finger and shall not be painted in an extreme manner.

5. Prohibited Grooming Items

- a. Beards, goatees, faddish hairstyles, i.e., stripes cut in the hair, Mohawks, ponytails, abnormal hair coloring (purple/green, etc.)
- b. Earrings.
- c. Visible body piercings.
- d. Bracelets except for medical identification purposes.
- e. Chains except for ones of a religious nature. These shall always be worn under the uniform tee shirt or shirt .
- f. Rings except for wedding bands.

6. Tattoos/Ear Plugs

- a. Officers, upon appointment, shall have no tattoos or brandings which would be visible to the public when wearing the Department-issued long-sleeved uniform shirt. Visible areas include the hands, neck and facial areas. Tattoos are not allowed to be visible below the wrist line or above the neckline at any time. A review by the Chief of Police, or his designee, shall take place before a conditional offer of employment is made to any applicant. Any applicant who has visible tattoos/brandings when wearing the Department-issued long-sleeved uniform shirt, or whose ear lobes remain altered from the removal of ear plugs, shall have a reasonable amount of time to remove or repair any violations of this policy before a conditional offer is made. If after this time the violations are not corrected, the applicant will be disqualified.
- b. Officers who have visible arm tattoos prior to the implementation of this policy will be allowed to keep the tattoo, as long as it is covered at all times by a long sleeve uniform shirt only. When

officers are on official business in civilian attire, (court appearances, training etc.) or in the police station or borough offices, a long-sleeve collared shirt or jacket will be worn.

***There are no exceptions or waivers to this policy. Tattoo coverings and/or make-up to cover tattoos are not permissible.**

- c. Officers are prohibited from having tattoos — on any parts of their bodies — that could be interpreted “to advocate, promote, and support hatred and/or violence towards any person or group of persons based on race, national origin, gender, ethnicity, religion or sexual orientation or as grossly indecent, lewd or sexual that shocks the moral sense because of their crude, vulgar, filthy or disgusting nature.

7. Non-Uniformed Employee Prohibited Grooming Items

- a. Non-uniformed employees shall maintain a professional and business- like appearance.
- b. Beards, goatees, faddish hairstyles, i.e., stripes cut in the hair, mohawks, ponytails, abnormal hair coloring (purple/green, etc.) or visible body piercings.
- c. Non-uniformed employees who have visible tattoos prior to the implementation of this policy will be allowed to keep the tattoo as long as it is not interpreted to advocate, promote, or support hatred and/or violence towards any person or group of persons based on race, national origin, gender, ethnicity, religion or sexual orientation or as grossly indecent, lewd or sexual that shocks the moral sense because of their crude, vulgar, filthy or disgusting nature. Tattoos that are not offensive shall be removed or covered at all times.

K. Administrative Review

The Chief of Police reserves the right to approve or deny any uniform, clothing or grooming issues not specifically addressed in this policy on an individual basis.