

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number ENF-025
	Subject Dress Standards – Acceptable Non-uniform Attire	
	Special Instructions Replaces ENF-039 dated January 1, 2012	Effective Date January 15, 2015

I. PURPOSE

Establish a Department dress standard for police and civilian employee's when on-duty and not wearing an issued uniform.

II. POLICY

Employees wearing non-uniform attire on-duty shall present a professional appearance commensurate with a business like office attire, except as detailed in this directive. The official uniform may be worn, in lieu of non-uniform attire, at anytime unless directed by this procedure or a commander.

III. PROCEDURE

A. Employees wearing non-uniform attire shall be appropriately and professionally dressed.

B. Acceptable non-uniform attire for enforcement personnel shall be:

1. For court appearances, official meetings, and other business related activities, etc.:

Male officers;

- a. Business suit with shirt and tie, or
- b. Dress slacks, conservative style sport coat with shirt and tie.

Note: Suit coats and sport coats may be removed while inside any Department facility, but must be worn while in public to conceal an authorized weapon.

Female officers;

- a. Dress (appropriate for professional office wear),
- b. Skirt and dress blouse with or without jacket or blazer,
- c. Dress slacks and dress blouse with or without a jacket, and/or
- d. Dress sweaters with skirt or slacks.

2. Classroom (as specified on the specific training order):

Note: Blue jean style pants (regardless of designer label) or sports apparel (e.g., sweat suits, shorts, ETC.) will not be worn during training, except as set forth in "range" and "field" clothing.

Male officers;

- a. Slacks, cardigan, or V-neck sweater with shirt and tie,
- b. Dress slacks and dress shirt (with or without tie) or golf-type shirt,
- c. Turtleneck sweaters may be worn when a tie is not required, and

b. Female officers;

- a. Dress skirt and blouse
- b. Dress slacks and blouse,
- c. Dress slacks or skirt with dress sweater, and

3. Range clothing (for all officers):

- a. Slacks, blue jeans, or suitable utility clothing,
- b. Sport shirts, tee shirts, or sweatshirts,
- c. Clothing may be adapted to inclement weather (e.g., rain gear, winter clothing, gloves),
- d. Prohibited clothing includes (but is not limited to):

- (1) Clothing with obscene; vulgar; or offensive logos, writing, or pictures, and
- (2) Clothing that is too revealing or of inappropriate style (i.e. tank/tube tops, halters/midriffs, short shorts, etc.).

e. The official uniform may only be worn on the range as directed by the firearms instructor.

4. Field and undercover clothing (for all officers):

- a. Should meet the need of the specific assignment,
- b. Field clothing may be worn only as directed by the appropriate commanding officer, and
- c. The official uniform should not be used for field or undercover work.

5. Dress down is authorized for police and civilian office workers on Fridays when off-site meetings, citizen contacts, and/or court appearances are not required. Standards include:

a. Clothing shall cover the full torso, legs, feet, and arms half way from the shoulder to the elbow. Exceptions to the full cover of the legs requirement are:

- (1) Dresses and skirts no shorter than two inches above the bend of the knee; and
- (2) Capri style pants no shorter than mid-calf.

b. The style of clothing may be casual but not thread bare, torn, dirty, or overly faded.

c. Fabric shall be opaque and any design or logo shall be non-offensive in construction, meaning, or symbolism to any individual or group.

d. Footwear shall be clean, in good repair, and appropriate for an office environment. Shower shoes and flip-flops are prohibited.

e. Department grooming standards for duty apply on dress-down Friday.

6. Off-duty clothing:

Officers (when off-duty) and all occupants must be fully dressed in an appropriate manner while in a Department commission. Attire shall be sensible in nature and not cause embarrassment to the Department.

a. Acceptable clothing includes:

- (1) Hats, caps, and sunglasses of standard design and worn appropriately,
- (2) Dress/casual shirts, and T-shirts that are not deemed to be offensive,
- (3) Slacks or jeans,
- (4) Shorts and skirts that are mid-thigh length or longer, and
- (5) Regular shoes, loafers, athletic shoes, or hiking boots.

b. Unacceptable attire includes (but is not limited to):

- (1) Any article of clothing deemed to be profane, visually offensive, or of sexual description or innuendoes,
- (2) Headbands or handkerchiefs that are worn on the head,
- (3) Tank tops, halter-tops, or clothing made of transparent material,
- (4) Shorts or skirts that are shorter than mid-thigh,
- (5) Thongs or sandals, and
- (6) Any torn, tattered, frayed, or soiled article of clothing in similar disrepair.

C. Civilian employees issued uniform type clothing shall wear such clothing during regular or scheduled shifts or assignments and shall comply with Department grooming standards described in the Department regulations.

D. Civilian employees who do not have uniform type clothing will be expected to be suitably and tastefully dressed. No clothing will be allowed that is or appears to be torn, frayed or shredded, no bare midriffs, and no tank or halter-tops unless suitably covered.

E. Employees may be exempted from these dress standards when the nature of their assignment necessitates otherwise and with the authorization of the appropriate commanding officer.

F. Department police employees are prohibited from conducting vehicle stops for traffic violations when operating an unmarked commission and not wearing an authorized uniform. Further, police employees shall not conduct vehicle stops for traffic violations when operating non-department owned vehicles; regardless, if the employee is in uniform or not. Also see ENF-022

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.