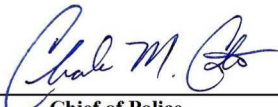
	<b>MESQUITE POLICE DEPARTMENT</b>
	<b>402.00 PERSONAL APPEARANCE</b>
	<b>Effective Date: December, 2016</b>
	<b>Approved:</b> _____  <b>Chief of Police</b>

**PROVISIONS:**

- I. Policy Statement
 

The Mesquite Police Department holds employees to professional standards for appearance and safety. The purpose of this policy is to instruct employees on the department's professional appearance code and the use of personal safety equipment following current industry standards.
- II. Procedures
  - A. In Uniform
    1. The uniform shall be clean, neat and pressed. All buttons shall be buttoned and sleeves shall remain rolled down. Uniform hats and cold weather hats will be issued as part of the uniform inventory, and officers shall ensure these hats are kept clean and wearable. The department will issue each officer a standard uniform hat, cold weather hat and dress hat. The standard issue hat may be worn by plain clothed and uniformed officers during any routine police activity, with the exceptions stated below. As a matter of practice, hats should not be worn indoors. The cold weather hat may be worn at the officer's discretion. Baseball style caps shall not be worn except as part of the bicycle officer uniform as described in (II) (3) (b). No articles shall be worn as part of the MPD uniform unless they have been issued by the Mesquite Police Department or specifically authorized by the Chief of Police.
    2. Uniform classifications are:
      - a. Class A - long sleeved uniform shirt, uniform pants, tie and dress hat. Class A dress is appropriate when attending a funeral or memorial service and for other special events. Class A dress will be mandatory when ordered by a supervisor for special events.
      - b. Class B - short sleeved or long sleeved uniform shirt, or an approved outer vest cover system with street shirt and uniform pants.
        - (1) Departmentally approved shorts may be worn with the department issued uniform polo shirt. The polo shirt and shorts may only be worn together and not with other types of uniform clothing. Departmental hats should not be worn with shorts.
        - (2) When the officer is exposed to the general public, the outer vest cover system must be worn over the issued street shirt.
        - (3) The departmental standard issue uniform hat, cold weather hat or dress hat is approved headwear for this uniform.
        - (4) Shorts are prohibited for those officers assigned to office / indoor positions.
        - (5) Lieutenants and above are prohibited from wearing shorts and outer vest cover systems.
        - (6) Shorts may be worn at any time during the year at the officer's discretion.
    3. Specialized Units
      - a. Specialized units may wear alternate attire approved by the Chief of Police.

- b. Department issued caps are approved headwear for officers assigned to the bicycle unit who are wearing bicycle uniforms. Bicycle officers should wear approved safety helmets at all times while actually riding their bicycle.
  - 4. Black leather gear will be kept clean, polished and in wearable condition.
  - 5. Police or military type uniform shoes, boots, tennis style shoes, western style boots, that are solid black in color, round toe, with no visible decorative design or stitching are approved footwear. Footwear will be kept clean and polished. Shoes or ankle high boots are acceptable footwear for the Class B uniform.
  - 6. Excessive jewelry shall not be worn.
  - 7. For the safety of the officer, certain items of jewelry are expressly prohibited, including:
    - a. Earrings, ear screws, ear studs, and other ear decorations; and
    - b. Necklaces (exception: a light-weight necklace may be worn, provided that it is not visible and further provided it will break without causing injury to the officer.)
  - 8. Fraternity pins may be worn with special permission from the Chief of Police.
  - 9. Makeup and fingernail polish for female officers shall be conservative and shall not present a gaudy appearance. Fingernails will be kept at a reasonable length where they will not interfere with the performance of duty.
  - 10. Detention / Desk Officers - Male and Female
    - a. These personnel wear the assigned uniform with the appropriate footwear. Footwear shall be kept clean and polished.
    - b. Excessive jewelry shall not be worn.
    - c. For the safety of the officer, certain items of jewelry are expressly prohibited, including:
      - (1) Earrings, ear screws, ear studs, and other ear decorations; and
      - (2) Necklaces (exception: a light-weight necklace may be worn, provided that it is not visible and further provided it will break without causing injury to the officer.)
    - d. Fraternity pins may be worn with special permission from the Chief of Police.
    - e. Makeup and fingernail polish for female officers shall be conservative and shall not present a gaudy appearance. Fingernails will be kept at a reasonable length where they will not interfere with the performance of duty.
- B. In Civilian Clothing
  - 1. Male Officers
    - a. Bureau Captains and Chiefs - A business suit with a coordinated dress shirt and tie or a conservative western style suit with coordinated shirt and tie are appropriate civilian attire. A sport coat with coordinated slacks or casual pants (Dockers, etc.) with a shirt and tie are also approved.
    - b. Lieutenants, Sergeants, and Police Officers- A sport coat with coordinated slacks or casual pants (Dockers, etc.) and collared style shirt, including a golf shirt, is appropriate civilian attire.
    - c. Belts with large, gaudy buckles are unacceptable.
    - d. Denim clothing is unacceptable.
    - e. Casual Friday - A sport coat with coordinated slacks or casual pants (Dockers, etc.) and collared style shirt is appropriate.
    - f. Excessive jewelry shall not be worn.

- g. Special attire, including the type of clothing that will best meet the circumstances of a special assignment, may be worn with the approval of the Bureau Commander.
  - h. In accordance with the Code of Conduct, Section 3.8, males in civilian clothing will keep their weapon, badge, handcuffs and any other police related hardware that would identify a person as a police officer concealed while in public view.
- 2. Female Officers
  - a. A tasteful and conservative dress, skirt/blouse combination, or coordinated pantsuit is appropriate attire.
  - b. Denim clothing is unacceptable.
  - c. Special attire, including the type of clothing that will best meet the circumstances of a special assignment, may be worn with the approval of the bureau Captain.
  - d. Excessive jewelry shall not be worn.
  - e. Makeup and fingernail polish for female officers shall be conservative and shall not present a gaudy appearance. Fingernails will be kept at a reasonable length where they will not interfere with the performance of duty.
  - f. In accordance with the Code of Conduct, Section 3.8, females in civilian clothing will keep their weapon, badge, handcuffs and any other police related hardware that would identify a person as a police officer concealed while in public view.
- 3. Detention/Desk Officers - Male and Female

The civilian clothing for male or female detention/desk officers will be that which is approved by the Chief of Police. The guidelines listed in the previous paragraphs for police officers in civilian attire are appropriate for this section.
- 4. Clerical Personnel
  - a. A tasteful and conservative dress, skirt / blouse combination, or coordinated pantsuit is appropriate attire.
  - b. Faded or frayed jeans are unacceptable.
  - c. Excessive jewelry shall not be worn.
  - d. Makeup and fingernail polish for female clerical personnel shall be conservative and shall not present a gaudy appearance. Fingernails will be kept at a reasonable length where they will not interfere with the performance of duty.
  - e. Color coordinated tennis shoes are acceptable footwear, so long as they are not unusual, gaudy, or exotic.
- 5. Public Safety Dispatchers

Public Safety Dispatchers whose assignments do not involve direct public contact may dress in a more casual manner. However, t-shirts, sweatshirts, sweatpants, faded or frayed jeans, shorts, short dresses or skirts, and skorts, are not approved attire. Open toed shoes commonly called “flip-flops” are unacceptable. Unsoiled and neat tennis shoes are acceptable footwear. Beards and goatees are allowed for male dispatch personnel. They must be neatly trimmed and groomed. Facial hair may not exceed one inch in length.
- 6. Court Appearances

While appearing in court as a representative for the police department, police department personnel, sworn or civilian, will dress appropriately. A uniform, a business suit with a dress shirt and tie, a sport coat, shirt and tie and slacks are appropriate attire for male personnel. A uniform, tasteful and conservative dress, skirt / blouse combination or coordinated pantsuit is appropriate attire for female

personnel. A Class B Summer Uniform or Utility Uniform is not appropriate attire for court appearances.

### III. Hair Standards

#### A. Male Personnel in Uniform

1. Hair will be neatly trimmed at all times. Hair will not extend below the top of the earlobe. Hair may reach to, but not below, the top of the collar as measured while the officer is in a standing position.
2. Hair shall not protrude more than one and one-half inches from the scalp. Hair will not be worn in exotic or pretentious styles including, but not limited to: mohawks, cornrows, dreadlocks, etc.
3. Sideburns must be straight and will not extend below the lower part of the earlobe. Bushy sideburns are not acceptable.
4. Mustaches will be neatly trimmed. Mustaches will not extend below the corners of the mouth. Long, bushy, mustaches are not acceptable.
5. Beards are not acceptable for sworn personnel.

#### B. Female Personnel in Uniform

1. Hair will not be worn in exotic or pretentious styles including, but not limited to: cornrows, dreadlocks, pigtails, or large bouffants. Hair will not extend below the bottom of the yoke on the officer's uniform shirt. It will be measured while the officer is in a standing position.
  - a. Ponytails should not extend past the yoke of the shirt or 6 inches below the collar whichever is longer.
  - b. Ponytails must be neat and secured and not straggly.
  - c. Items used to secure ponytails should be unobtrusive and black or blue in color.
2. Long hair may be worn up in an attractive manner if it is neat and permits the wearing of a hat. Straggling hair is not acceptable.
3. Items used to hold the hair in place will be concealed as much as possible. These items will be of an inconspicuous color and style.

#### C. Male Personnel in Civilian Clothing

1. Hair standards are the same as officers wearing a uniform, except as provided herein.
2. Hair standards for personnel working undercover, vice control or special assignments will be at the discretion of the Bureau Commander.

#### D. Female Personnel in Civilian Clothing

These officers may wear their hair in longer, more contemporary styles. However, the length of the hair will not extend more than six inches below the top of the collar while the officer is on duty.

### IV. Neatness, Taste and Modesty

- A. Standards for neatness will be enforced. Supervisors will be held responsible for the appearance of personnel under their command.
- B. Appropriate regard for taste and modesty will be maintained.
- C. Tattoos, body art, or exotic piercings may not be visible while in uniform or while on duty in civilian clothing.

### V. Body Armor

#### A. Soft Body Armor

1. All Sworn Personnel will be issued a bullet resistant vest.
2. All officers assigned to a uniformed function are required to wear body armor while engaged in field activities. This includes departmentally approved part-time jobs.
3. Plain clothed officers making contact with suspects in field activities are required to wear their protective vests.

4. Field activities refer to tasks that occur outside of the Police Department and tasks that could place officers in situations where they would be required to act in an enforcement rather than administrative capacity.
- B. Hard Body Armor
  1. All tactical unit officers will be issued a bullet resistant vest that exceeds the coverage of soft body armor.
  2. Tactical Officers are required to wear the body armor on tactical utilizations according to current department training and tactics.
- C. Special Body Armor
  1. Special carriers, vests, or designs may be approved for wear by the Chief of Police for officers assigned to investigation or negotiation positions.
  2. In order to maintain uniformity of appearance, patrol officers may only wear the rifle plate carrier system issued by the department. Plate carriers will not be worn as a matter of routine patrol.
- VI. Reflective Vest
  - A. All officers shall be issued a reflective traffic vest meeting the current ANSI/ISEA standard.
  - B. The reflective vest shall be worn as soon as practical while the officer is directing traffic or working at the scene of an accident, where the officer is at or near a roadway.
  - C. Officers are required by Federal law to wear reflective vests on any federally subsidized highway.
- VII. Non-Issued Equipment
  - A. Non-issued firearms, weapons, clothing and accompaniments must be approved by the Chief of Police through his designee prior to use by officers. The designee for firearms and weapons approval is the Range Master. The designee for clothing and accompaniments is the Property Room Sergeant.
- VIII. Modification of Order

The guidelines contained in this order may be modified by special order of the Chief of Police as circumstances warrant.

EFFECTIVE: April, 1986; REVISED: September, 1990; FORMERLY: E/79-40, E/86-40; REVISED: January, 1996; REVISED: July, 2000; REVISED: January, 2002; REVISED: August, 2003; REVISED: October, 2006; REVISED: August, 2011; REVISED: March, 2013; REVISED: August, 2013; REVISED: December, 2013; REVISED: July, 2016; REVISED: December, 2016

