

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE November 22, 2019	NUMBER 1508.5
SUBJECT Uniform, Equipment and Grooming		
REVISED November 22, 2019		
REFERENCE SCLEA 9.1.3, 15.1.8, and General Orders 903 and 910	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 16

A. Purpose

1. To designate specifications for personal equipment and apparel to be worn by patrol officers.
2. To ensure uniformity in the appearance and personal grooming of uniformed officers.
3. To insure maximum comfort during changes in seasonal climate.

B. Policy

The City of Anderson Police Department consists of sworn officers in both uniform and plainclothes. In addition, there are non-sworn personnel that perform auxiliary duties and other civilian support and administrative staff. The uniform specifications and personal appearance standards noted in this procedure apply to, and shall be adhered to, by all sworn personnel as well as other members of the City of Anderson Police Department. Only officers with special written permission from the Chief of Police will be excused from these provisions.

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C. Procedures

1. Regulation Uniform and Equipment

a. Head Cover

- (1) Official headgear as issued, is to be optional by officers in uniform, the headgear will be worn level. It shall not be slanted back or to the side. Headgear may be removed in vehicles, inside buildings, and during occasions when uncovering the head would be proper.

b. Uniform Shirts

- (1) All uniform shirts will be neat, clean and pressed.
 - (a) Long sleeve (Class A) uniform shirts are dark navy blue in color, with ribbons, with the City of Anderson Police patch on both shoulders the patch centered and sewn 1/2" down from the shoulder seam. Long sleeve shirts shall be worn with the neck button buttoned and the regulation police tie. Sleeve cuffs will be worn down and buttoned. Navy blue in color trousers will be worn.
 - (b) Long sleeve (Class B) uniform shirts are dark navy blue in color, with ribbons, with the City of Anderson Police patch on both shoulders the patch centered and sewn 1/2" down from the shoulder seam. Long sleeve shirts shall be worn with the neck button unbuttoned. Sleeve cuffs will be worn down and buttoned. Navy blue in color trousers will be worn.
 - (c) Short sleeve (Class C) uniform shirts are dark navy blue in color, with the City of Anderson Police patch on both shoulders centered and sewn 1/2" down from the shoulder seam. Short sleeve uniform shirts shall be worn with the neck button unbuttoned. Navy blue in color trousers will be worn.
 - (d) Training shirts are navy blue short or long sleeve shirt BDU's and navy blue BDU's pants.
 - (e) Call-out gear is optional navy blue short or long sleeve shirt BDU's and navy blue BDU's pants.
 - (f) Black crew neck undershirts will be worn with the short sleeve uniform shirts and shall not be visible below the sleeves of the uniform shirt.
 - (g) Vests, when worn, will be worn with the shirt in such a manner as not to be ordinarily visible when the shirt is viewed. Outer carrier uniform vests are permissible.

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c. Nameplates

- (1) Nameplates are required. Nameplates will be gold and will be engraved with the employee's name, inset with black letters. The nameplate shall be clean and polished and will be worn on the shirt, centered and parallel with the seam, just above the top of the flap of the right breast pocket. The name will be discernible at all times. "Serving Since..." plates will be worn

d. Tie

- (1) The only acceptable type of tie is a dark navy police tie. The tie tack will not be of a nature that depicts negatively towards the profession or the department.
- (2) Ties are optional when a sweater is worn.

e. Trousers

- (1) Trousers, as issued by the Chief of Police, will be dark navy blue for Class A, B and C uniforms, worn with an ironed crease vertically down the middle of each leg.

f. Shoes

- (1) Shoes authorized by the Chief of Police through a vendor selected by the department must be in conformance with the semi-military high or low quarter black lace-up type shoe.

g. Socks

- (1) Either plain black or navy blue in color and of any material. White socks may be worn due to medical reasons, but they will be worn under the black or navy blue socks or they will be the type that has white bottoms and black or navy blue tops.

h. Gun Belt

- (1) As approved by the Chief of Police.

i. Holster

- (1) As approved by the Chief of Police.

- j. Sidearm
 - (1) As approved by the Chief of Police, the standard issue firearm(s) for the City of Anderson Police Department are set forth by general order 170.
- k. Sweater
 - (1) Black wool police style sweater with City of Anderson Police patches sewn on both sleeves 1/2 inch from the shoulder. (Ties are optional when wearing a sweater)
- l. Coat
 - (1) As approved by the Chief of Police.
- m. Badge
 - (1) As approved by the Chief of Police, all sworn officers will be issued a police shield.
- n. Radios & Holders
 - (1) Portable radios and radio cases must be worn on the belt on the side opposite that on which the duty weapon is worn. The radio will be a department issued portable radio. The officer may elect to wear a shoulder speaker/transmitter. Officers may wear the radios in cases or wear the radios with clips that attach to the belt without the use of a case.
- o. Chemical Agent
 - (1) The standard issue chemical spray for the City of Anderson Police Department as set forth by general order 170.
- p. Glove Pouch
 - (1) Glove pouches will be worn on the belt in a black case that holds one or two pair of gloves.

q. Award Pins

- (1) Award pins will be worn with Class A uniform shirt and tie; awards will be worn in a uniform manner by all personnel when advised. Awards will be worn with the most senior awards worn from top to bottom and right to left above the nameplate with dominant colors inboard (closest to the heart). Awards will be worn in rows of three abreast, above the nameplate. If one award is worn, the pin is to be worn centered one-quarter inch above the nameplate. If two awards or recognition pins are earned, they may be worn above the nameplate, with each pin directly above and adjacent with the ends of the police nameplate. When three or more pins are worn, a horizontal ribbon bar must be used on awards in groups of three. If a fourth pin is earned, it will be centered above the others. All pins and awards must be issued by the chief.

r. Special Unit Pins

- (1) Special Unit or Team designation pin(s) may be worn centered one-quarter inch above any award pin(s) or, in their absence, the nameplate:

Bomb Disposal Unit-(Public Safety Bomb Technician crab)

K-9-(Gold alpha numeric K-9)

SWAT-(National Tactical Officers Association insignia)

Traffic Team-(Gold SC seal with "traffic wings" on either side)

- (2) In no case shall any ribbons, religious pins, or other emblem be placed on the uniform without the permission of the Chief of Police.

s. Titles and Rank Insignia

- (1) The following titles will be used for officers of the City of Anderson Police Department:

(a) Chief of Police will hold the title and rank of Chief,

(b) Major – Assistant Chief of Police

(c) Captain

(d) Lieutenant

(e) Sergeant

(f) Corporal

(g) Senior Officer – Patrol Officer First Class

(h) Patrol Officer

- (2) Chief's and Assistant Chief's Collar Insignia

(a) If worn, the collar Colonel insignia of the Chief shall be worn symmetrically and one inch below the collar line when the shirt is

buttoned, and the leading tip one-quarter inch from the front edge of the collar.

- (b) If worn, the collar Major insignia of the Assistant Chief shall be worn symmetrically and one inch below the collar line when the shirt is buttoned, and the leading tip one-quarter inch from the front edge of the collar.

(3) Captain's Collar Insignia

- (a) The rank insignia of a Captain shall be a pair of double gold bars, one for each collar. Collar insignia shall be worn symmetrically on both sides.

(4) Lieutenant's Collar Insignia

- (a) The rank insignia of a Lieutenant shall be a pair of single gold bars, one for each collar. Collar insignia shall be worn symmetrically on both sides.

(5) Sergeant's Insignia

(a) Collar Insignia

- i. The rank insignia of a Sergeant shall be a pair of three gold chevrons, one for each collar. Collar insignia shall be worn symmetrically on both sides.

(6) Corporal's Insignia

- (a) The rank insignia of a Corporal shall be a pair of two gold chevrons, one for each collar. Collar insignia shall be worn symmetrically on both sides.

(7) Patrol Officer First Class (PFC) – Senior Officer Insignia

- (a) The rank insignia of Patrol Officer First Class shall be a pair of single gold chevrons, one for each collar. Collar insignia shall be worn symmetrically on both sides.

2. Issued Uniforms & Equipment

- a. The City of Anderson Police Department will issue all apparel and equipment necessary for each officer, including reserve officers, to perform their duties. All issued uniforms and equipment remain the property of the City of Anderson Police Department. Whenever an officer separates from the department, all issued uniforms and equipment must immediately be returned by the officer prior to the officer receiving a final paycheck. Issued apparel and equipment will normally include the following:

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- (1) Trousers, (dark navy blue in color Class A, B and C. Dark navy blue in color Training)
- (2) Long-sleeve and short sleeve shirts, (dark navy blue in color Class A, B and C. Dark navy blue in color Training)
- (3) Headwear,
- (4) Jacket,
- (5) Tie,
- (6) Footwear,
- (7) Duty gear, to include: holster, gun belt, handcuff case, double magazine holder, four (4) belt keepers, glove pouch, and, chemical agent holder,
- (8) Metal ware to include: badge, handcuffs, and handcuff key,
- (9) Chemical agent as specified in general order 170,
- (10) One service weapon as specified in general order 170,
- (11) Ammunition to fill all magazines plus one (1) additional round for the chamber of the weapon,
- (12) Identification,
- (13) Personal Protective Equipment (PPE available in all vehicles),
- (14) Traffic safety vest (available in all marked vehicles),
- (15) Ticket book holder and ticket book,
- (16) Department locker (if available),
- (17) Body armor & cover,
- (18) Glove case and gloves.
- (19) ASP Baton.
- (20) Taser as listed in GO 190.
- (21) Chromebook.
- (22) Body Camera.

b. Wearing and Maintaining the Uniform:

(1) Seasonal Uniform Changes

(a) The departmental Class A Uniform will consist of dark navy blue trousers, dark navy blue long sleeve shirt, and dark navy necktie. White gloves with ribbons and awards. The departmental Class B Uniform will consist of dark navy blue trousers, dark navy blue long sleeve shirt, and minus a dark navy necktie minus ribbons and awards displayed. The Class C Uniform will consist of dark navy blue trousers, and a dark navy blue short sleeve shirt. The Training Uniform will consist of dark navy blue BDU's with approved insignia. Uniforms will be worn in accordance the guidelines as stated below:

- | | | |
|-----|--------------------------|---|
| i. | Class A (optional wear) | At the direction of
Chief or his designee. |
| ii. | Class B (mandatory wear) | November 15 thru
April 14 |

- iii. Class C (mandatory wear) April 15 thru November 14
- iv. Training Uniform During authorized Department training.

- (2) The above dates shall apply unless otherwise ordered in writing by the Chief of Police.
- (3) Each shift must be uniformed (all officers in short or long sleeve shirts or jackets).
 - (a) i.e., all officers on duty at any given time – either during the day or during the night – must wear the same type uniform.

c. Condition, Maintenance and Accountability for Uniform & Equipment

- (1) Each member of the department will be responsible for the condition, maintenance, and safekeeping of all items of departmental property and equipment issued or assigned to them. No member will alter, add to, remove, or in any way change parts or accessories of any departmental property without written permission from the Chief of Police. No member will relinquish or transfer custody of any item of departmental property issued to them to any person without notifying the Chief of Police of such transfer. The Chief of Police or his designee will maintain complete and accurate records pertaining to the location of all departmental equipment.
- (2) The City of Anderson Police Department furnishes uniforms and equipment to its officers. If an item needs to be replaced due to normal wear or because it is damaged in the performance of the officer's duty, the Department will replace or repair the item. If the item is damaged or lost through negligence, the officer may be held responsible for replacement or repair.
- (3) Required Equipment On-Duty
 - (a). All uniformed officers will wear or carry the following equipment while on-duty:
 - i. a complete uniform of the day,
 - ii. badge,
 - iii. firearms (specified in GO 170).
 - iv. ammunition (including spare magazine[s]),
 - v. handcuffs,
 - vi. chemical agent with appropriate certification.
 - vii. approved duty gear,
 - viii. portable radio, and
 - ix. pen.
 - x. Taser with appropriate certification.

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- xi. Asp baton with appropriate certification.
- xii. Body camera.

(b) In addition, uniformed officers will carry or have available:

- i. a flashlight,
- ii. fluorescent traffic safety vest,
- iii. body armor,
- iv. whistle, and
- v. all issued items (reports, ticket books, etc.) necessary to perform official police duties.

(c) Any additional non-issue equipment that an officer wishes to carry while in uniform, must have written approval from the Chief of Police or the Chief's designee. The item must be of the same specifications and configuration of issued items (i.e. spare magazine, spare handcuffs and cases, etc.).

- i. NOTE: Any item worn on the duty belt, not issued, with the exception of a mini-flashlight, must be approved by the Chief of Police. A memo must be addressed to the chief requesting the same. The memo must be submitted through the proper chain of command. (Email will suffice for meeting the requirement for this memo.)

d. Traffic Safety Equipment

- (1) Officers shall wear the fluorescent traffic safety vest when assigned to any traffic control duty that necessitates the officer being in the road, street, or highway. If an officer arrives on the scene of an emergency that requires immediate traffic control, the officer shall put on the fluorescent traffic safety vest as soon as practical.

e. Prohibitions

- (1) Slapjacks,
- (2) Brass knuckles,
- (3) Gloves with lead fillings, and
- (4) Any other piece of equipment capable of inflicting injury on another, which is not specifically authorized by procedure, is prohibited.

3. Clothing Allotment for Detectives and Other Plain Clothes Personnel

- a. The City of Anderson Police Department will provide a clothing allowance and the equipment necessary for each detective or other plainclothes officers to perform their duties. Sworn personnel assigned as detectives or plainclothes officers will receive an annual clothing allowance (per fiscal year). The Chief of Police and the

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city Manager will determine the amount of the clothing allowance. The allowance (or a portion as determined by the Chief of Police) will be available as soon as practical after the beginning of the fiscal year. The clothing allowance will be used to purchase clothing which is to be worn while on duty by the respective personnel. Each officer who receives a clothing allowance will be held responsible for replacing all torn, lost, or unserviceable clothing with this allotment (with the exception of socks and underwear), and no additional departmental funds will be available for this replacement.

4. Special Duty Uniform

- a. The Chief of Police shall determine the need for special duty uniforms and equipment for all personnel.
- b. Department components (special teams) which *may* require a uniform different from the Class A and Class B uniforms will have the specifications for their special duty uniforms defined in their respective general orders.
- c. Should the Chief of Police determine that special duty uniforms and/or equipment are necessary for any or all personnel, the Chief shall stipulate the specifications in writing.

5. Requirements for Appearance and Personal Grooming

a. General Appearance

- (1) People will often form an opinion of a police agency on a very brief contact with one of its officers. It is very important for each member of the department to project a positive image when representing the City of Anderson, *Incorporated* or the City of Anderson *Police Department*.
 - (a) All uniformed officers will be required to wear clean, pressed, and approved uniforms and equipment. Uniforms shall be kept scrupulously clean and laundered. Personal hygiene should be foremost while at the workplace and in the performance of one's duties. Uniforms should not be excessively tight so that undergarments are evident. Uniforms must not be left unbuttoned at any time. Black crew neck undershirts are to be worn at all times under the uniform.
 - i. Officers will keep their shoes polished and all duty gear clean.
 - (b) Reserve officers shall receive the same type clothing and equipment as regular, full-time officers. Quantities may be reduced to reflect the amount of time expected to work.

- (c) Civilian personnel of the City of Anderson Police Department shall dress in a manner consistent with the City of Anderson Personnel Policy and Procedure Manual, especially PP&M VI-190. In addition, should the City of Anderson include related policies in the Employee Handbook or a similar publication, those policies will also apply.
- (d) Detectives, while on duty or in court, shall wear civilian clothes that are in conformance with acceptable current standards of proper business attire.
- (e) Officers assigned to plain clothes assignments may be exempt from these standards when their mission requires them to blend in. However, in no instance shall on-duty officers appear disreputable; wear torn clothing, or shorts (except uniform shorts) without their supervisor's approval.
- (f) Officers attending general sessions court or other official hearings, meetings, etc. (except city court) shall wear:
 - i. If on duty, officers assigned to the Uniform Division will wear a uniform unless instructed otherwise by their supervisor.
 - ii. If on duty, Sworn Personnel assigned to a plain clothes position will wear appropriate conservative office attire. Male personnel shall wear a coat and tie.
 - iii. If off duty, uniform or business attire at a minimum.
- (g) Sworn Personnel attending city court:
 - i. If off duty, male members must wear a shirt, shoes, and long pants to city court. Clothing must be clean, neat, and free of holes. Female members must wear appropriate clothing such as pants, shirt, and/or a dress or skirt, and shoes. At a minimum, uniform or casual business attire should be worn in city court. All other court proceedings will require that a uniform or business attire to be worn as stated in the above section.
- (h) Under no condition shall an officer wear a uniform while under suspension, or otherwise engage in employment that is based in whole or in part upon his status as a police officer.

6. Personal Grooming for Sworn and Non-Sworn Male Employees

a. Hair

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(1) Male employees must keep their hair clean and neat. The hair must be evenly tapered on the sides and back. The hair outline shall follow the contour of the ear. No hair will fall over the ears or touch the collar, except for the closely cut hairs at the back of the neck. Hair will be worn in such a manner that it shall not extend below the rear shirt collar. The Chief of Police may make an exception for special operations.

b. Sideburns

(1) If sideburns are worn, they must be well groomed, symmetrical, rectangular, and vertical. Sideburns must not be worn lower than the center of the ears.

c. Moustaches

(1) A short and neatly trimmed moustache of natural color may be worn. Moustaches cannot be worn so thick that they extend over one-quarter inch outward. Moustaches may not extend below the upper portion of the lip, and may not extend beyond the side of the mouth. Other than these exceptions the employee shall be clean-shaven.

d. **Beards**

(1) Uniformed officers shall not be permitted to wear beards or goatees of any type unless the Chief of Police determines that the wearing of such would serve a proper police purpose.

(2) Beards approved for a proper police purpose shall maintain the following:

(a) Beards will be kept in a manner that maintains a professional appearance. Department Heads will have final review and may instruct the employee to adjust.

(b) The "Neckline" should be groomed in a manner allowing for approximately two finger widths space between the top of the "Adams Apple" and any growth. Additionally, growth should follow the jaw line and not continue past the area below the ear where the jaw hinges.

(c) The area above a line between the corner of the mouth and the top of the ear should be kept groomed (high-cheek area).

(d) Permitted length may range from clean shaven to a standard barber trimmer's #3 guard (to include scruff).

(e) The same neckline and length limits will apply to all goatees.

e. Fingernails

(1) Fingernails shall be neat and clean.

f. Jewelry

(1) Uniformed members of the police department will be authorized to wear jewelry in good taste. Jewelry shall not permit a safety hazard. The City of Anderson Police Department will not be responsible for any damage sustained to any jewelry that is worn.

(a) Rings: While in uniform, only one conservative ring per hand is authorized.

(b) Earrings: Sworn uniformed members are prohibited from wearing earrings.

(c) Chains: If worn, shall not be visible.

(d) Wristwatch: Wristwatches are permitted.

(e) Approved Medical Alert bracelets are allowed. Bracelets of any other type are not authorized due to safety hazards.

(2) Jewelry, except as specified above, shall not be worn attached to any body part(s) visible to the public.

g. Tattoos

(1) Visible tattoos are permitted.

(2) Tattoos obtained after the date of approval will not be permitted to extend beyond the wrist.

(3) There will be no tattoos that extend above the collar of the shirt. Any tattoo that extends above the collar will need to be covered. After the date of approval of this policy, new tattoos that extend above the collar will not be permitted.

(4) Current tattoos deemed offensive in nature must be covered per General Order 1508.3.

(5) The Chief and Command Staff will make the final determination concerning the offensive nature of any tattoo.

7. Personal Grooming for Sworn Female Employees

a. Hair

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(1) Employees must keep their hair clean and neat, combed and trimmed. Hair will be worn in such a manner that it shall not extend below the rear shirt collar. Longer hair may be permissible but must be "uplifted" to the top of the head while in uniform. When in the "uplifted" position, no hair will extend downward below the lower edge of the shirt collar. Faddish and exaggerated styles are prohibited. Pigtails are not permitted. Long hair, braids, and ponytails must be neatly and inconspicuously fastened, pinned or secured to the head and may not dangle free at any point. Conspicuous rubber bands, combs, and pins should conform to the natural hair color. Hairpieces or wigs shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in this policy.

b. Cosmetics

(1) Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or trendy cosmetic styles are inappropriate with the uniform and shall be avoided. Lipstick colors shall be conservative and complement the individual. Long false eyelashes shall not be worn while in uniform.

c. Fingernails

(1) Fingernails shall be neat and kept at or below a length that does not interfere with professional duties. False fingernails shall not be worn. Nail polish colors shall be subdued, so as not to contrast with the colors of the uniform.

d. Jewelry

(1) Uniformed members of the police department will be authorized to wear jewelry in good taste. Jewelry shall not permit a safety hazard.

(a) Rings: While in uniform, only one conservative ring per hand is authorized.

(b) Earrings: Sworn uniformed members are prohibited from wearing earrings.

(c) Chains: If worn, shall not be visible.

(d) Wristwatch: Wristwatches are permitted.

(e) Approved Medical Alert bracelets are allowed.

(2) Jewelry, except as specified above, shall not be worn attached to any body part(s) visible to the public.

e. Tattoos

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- (3) There will be no tattoos that extend above the collar of the shirt. Any tattoo that extends above the collar will need to be covered. After the date of approval of this policy, new tattoos that extend above the collar will not be permitted.
- (4) Current tattoos deemed offensive in nature must be covered per General Order 1508.3.
- (5) The Chief and Command Staff will make the final determination concerning the offensive nature of any tattoo.

8. Personal Grooming for Non-Sworn Female Employees

a. Hair

- (1) Keep hair clean, neatly shaped, and arranged in a professional/business style. Faddish and exaggerated styles are prohibited. Hair coloring should look natural. No faddish or outrageous multi-colored hair is authorized. Hairpieces or wigs shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in this policy.

b. Cosmetics

- (1) Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Daytime cosmetics suited for the professional atmosphere are acceptable. Exaggerated or trendy cosmetic styles are inappropriate. Lipstick colors shall be conservative and complement the individual.

c. Fingernails

- (1) Nail polish colors shall be subdued. Length of nails shall not interfere with professional duties.

d. Jewelry

- (1) Jewelry is acceptable and shall be worn in good taste. Jewelry shall not permit a safety hazard.

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- (a) Rings: While in uniform, only one conservative ring per hand is authorized, plus an engagement ring or wedding set.
 - (b) Chains, if in uniform, must not be visible.
 - (c) Necklaces: If worn, must not be excessive.
 - (d) Earrings: When more than one hole is present in each ear, earrings shall be conservative, graduating down in size from bottom to top. No large bracelet-type loops are allowed. Earrings shall not exceed three inches in length or width from the ear, no wild, exaggerated designs or colors which may cause undue attention will be authorized.
- e. Tattoos
- (1) Visible tattoos are permitted.
 - (2) Tattoos obtained after the date of approval will not be permitted to extend beyond the wrist.
 - (3) There will be no tattoos that extend above the collar of the shirt. Any tattoo that extends above the collar will need to be covered. After the date of approval of this policy, new tattoos that extend above the collar will not be permitted.
 - (4) Current tattoos deemed offensive in nature must be covered per General Order 1508.3.
 - (5) The Chief and Command Staff will make the final determination concerning the offensive nature of any tattoo.

By order of:



Jim Stewart, Chief of Police

12-6-19
Date