



# COLUMBIA POLICE DEPARTMENT

*"Policing Excellence through Community Partnerships"*

<b>Directive Type:</b> General Order	<b>Effective Date:</b> 09-28-2020	<b>General Order Number:</b> 03.04
<b>Subject:</b> <i>Uniform Standards and Personal Appearance</i>		
<b>Amends/Supersedes:</b> <i>Section 03, Chapter 04, Uniform Standards and Personal Appearance 2018</i>	<b>Chief of Police:</b> <i>[Signature]</i>	
<b>Distribution:</b> All Personnel	<b>Review Date:</b> July 1	<b># of Pages:</b> 8

## 1.0 DIRECTIVE

Columbia Police Department personnel will maintain a professional appearance and all issued equipment will be maintained in good condition.

## 2.0 PURPOSE

The purpose of this directive is to prescribe the uniforms that may be worn, the items that may be worn on uniforms and the manner in which uniforms are to be worn by all Columbia Police Department personnel. Only the uniforms, accessories and insignia prescribed in this order are authorized. This directive further addresses proper attire for non-uniformed employees of the Department. This directive does not apply to the Chief of Police, who may prescribe his own uniforms.

## 3.0 UNIFORM STANDARDS - GENERAL

Uniforms are a means of readily identifying the police element in our society. Uniforms allow the public to clearly establish that they are dealing with an official representative of the Columbia Police Department. In many situations, the uniform may be a safety factor for the public and the officer. In addition, uniformed elements play a role in crime prevention because of their visible presence. Specific components of the Police Department have been identified as uniformed elements, as their mission is best performed in a high-profile manner. Personnel assigned to uniformed components are required to wear the approved uniform as described in this directive.

Columbia Police Department personnel will maintain a high standard of dress and appearance. Uniforms will be fitted, pressed, clean, serviceable and properly fastened. Metallic devices and leather will be properly polished. Supervisory personnel shall inspect uniforms and equipment on a regular basis.

## 4.0 UNIFORM STANDARDS - SWORN PERSONNEL

### 4.1 Police Uniform (Class A)

Consists of long sleeve shirt, badge, nametag, tie, rank insignia, trousers (pant braid commensurate with rank or assignment), black shoes or boots, black socks, eight-point police hat and belt with authorized accessories. This

uniform is optional wear for all seasons.

#### 4.2 Police Uniform (Class B)

Consists of short sleeve shirt with open collar, badge, nametag, rank insignia, trousers (pant braid commensurate with rank or assignment), black shoes or boots, black socks, eight point police hat and belt with authorized accessories. A black or dark blue T-shirt may be worn under the short sleeve uniform shirt, no other color shirt may be visible.

#### 4.3 Honor Guard Uniform (Class C)

Class C uniforms will be worn only during ceremonial duties. Class "C" uniforms consists of a Class "A" uniform with the following additions:

- White cotton dress gloves
- Black patent leather shoes.

#### 4.4 Color Guard Uniform (Class D)

Class D uniforms will be worn only during ceremonial duties. Class "D" uniforms consists of a Class "A" uniform with the following modifications/additions:

- White ascot
- White cap band (replaces black)
- White aiguillette (shoulder cord) worn on right shoulder
- White one quarter inch (1/4) ornamental braid sewn on trousers
- White leggings (canvas)
- Black patent leather shoes.

#### 4.5 Utility Uniform

Consists of a utility shirt with open collar, badge, nametag, rank insignia, trousers, black boots, black socks, utility cap, and belt with authorized accessories. A black or dark blue t-shirt, turtleneck or mock turtleneck may be worn under the uniform shirt. No other color shirt may be visible. The wearing of the utility cap will be optional for daily wear but may be mandatory for special events at the discretion of the event commander.

#### 4.6 Dress Uniform

Issued upon order of the Chief of Police and consists of white long sleeve shirt (commensurate with rank or assignment), tie, dress blouse (coat), badge, nametag, trousers (pant stripe commensurate with rank or assignment) or skirt, patent leather shoes, black socks or hose, and hat.

#### 4.7 Mixed Uniforms

Officers shall not mix Class A or B uniforms or hats with utility gear. This prohibition does not apply to Command Staff officers.

### **5.0 UNIFORM STANDARDS - SCHOOL CROSSING GUARDS**

#### 5.1 School Crossing Guard Uniform (Class G)

Consists of a light blue long sleeve shirt, tie, light blue trousers, black socks, black shoes, cap, and black garrison belt with authorized accessories. This uniform is optional wear for all seasons.

## 5.2 School Crossing Guard Uniform (Class H)

Consists of a light blue short sleeve shirt, light blue trousers, black socks, black shoes, cap, and black garrison belt with authorized accessories. A white T-shirt may be worn under the short sleeve uniform shirt.

## 6.0 SPECIAL PURPOSE UNIFORMS/EQUIPMENT

Requests for specialized uniforms, uniform modifications, and/or specialized equipment must be submitted to the Chief of Police, in writing, and include the following:

- Description and/or specifications of requested items
- Estimated cost per item
- Persons, positions, and/or specific units eligible to wear the requested items
- Estimated duration for the need of the requested items
- Additional training required as a result of the requested items, if any

The Chief of Police shall forward all approved requests for specialized uniforms, uniform modifications, and/or specialized equipment to the Equipment/Supply Unit.

The Equipment/Supply Unit shall be responsible for following the City of Columbia Purchasing Policy for the acquisition of the approved specialized uniforms, uniform modifications, and/or specialized equipment

## 7.0 UNIFORM SHIRT

The following accessories are mandatory for wear on the uniform shirt:

### Badge

Commensurate with rank the badge will be affixed above the left pocket in the pre-positioned sewn eyelets.

### Name Tag

Centered above right shirt pocket with bottom edge of nametag parallel to top edge of the pocket flap.

### Rank Insignia (Metal Devices)

Inspectors and above will wear appropriate rank. Positioning of metal devices will be approximately one-half (½) inch back and parallel to the leading edge of the collar for all uniforms.

### Rank Insignia (Cloth)

A sew on insignia (chevron), commensurate with rank, will be placed on each sleeve with the point positioned halfway between sleeve elbow and shoulder seam.

### Patches (Cloth)

Department patches will be sewn on each sleeve approximately one-half (½) inch below shoulder seam. Authorized patches denoting specific units shall be worn on the left shoulder.

### Tie

The issued clip on tie will be worn with Class A, C, E, G and dress uniforms.

### Award Bars and Certification Pins (Metal)

Department issued or approved award bars are authorized for optional wear on Class A, B, C, D, and dress uniforms. Award bars are to be worn above the right shirt pocket, centered one-half inch over the nametag, in rows of no more than three.

Datamaster Certification, Radar Certification, SCCJA Police Instructor Certification, DARE Certification, and City of Columbia Service Pins are authorized for optional wear on Class A, B, C, D, and dress uniforms. Certification/Service pins are to be worn over authorized award bars in a centered and evenly spaced manner. Only three (3) certifications/service pins may be worn at a time.

## 8.0 UNIFORM ACCESSORIES

### 8.1 Duty Belt

The duty belt shall be worn with the belt tip to the weak side.

Uniform personnel are authorized to wear the following equipment on their duty belt.

<b>Equipment</b>	<b>Status</b>	<b>Requirements/Comments</b>
Holster and Sidearm	Mandatory	worn on the officer's strong side
Double magazine pouch, magazines, and issued ammunition	Mandatory	worn on the officer's weak side
Handcuffs/handcuff case	Mandatory	maximum of 2 pair (1 pair issued)
Expandable holder and expandable baton	Mandatory	
Taser/holster	Mandatory IF ISSUED	
Radio carrier and radio	Mandatory	
PPE pouch	Mandatory	contains disposable gloves and Vionex wipes
OC canister and holder	Mandatory IF ISSUED	
Flashlight and flashlight holder	Optional	
Pager and/or cell phone	Optional	Case shall be black in color
Utility tool <b>OR</b> Rescue knife	Optional	Folding knives only NO FIXED BLADES Case shall be black in color
Belt keepers	Optional	Black in color and of the same material as the duty belt

Officers assigned to administrative duties are required to wear at least the following equipment on their duty belt:

- Holster and Sidearm
- Double magazine pouch, magazines, and issued ammunition
- Handcuffs/handcuff case

### 8.2 Headgear

The eight-point police hat will be worn so that it sits squarely. Sworn uniformed personnel will wear a hatband, commensurate with rank, fastened above the visor. The hat badge will be fastened in the pre-positioned eyelets.

The Utility Cap will be worn so it sits squarely. Utility Caps will have an embroidered departmental identification.

### 8.3 Footwear

The authorized footwear is an issued black leather oxford style shoe with plain toe, the issued utility boot or black patent leather shoes. The Chief of Police may authorize the wearing of non-issued footwear for employees who have a verifiable medical condition that precludes the wearing of the issued shoes.

### 8.4 Body Armor

Threat Level III-A, body armor will be issued to all sworn personnel. The wearing of body armor by all uniformed officers assigned to routine field duty is mandatory.

All officers assigned to pre-planned high-risk situations, including but not limited to barricaded suspects, hostage situations, high risk warrant service, sniper situations, terrorist threats, and VIP security details are required to wear body armor for the duration of the incident/event.

Officers may purchase personally-owned body armor, provided the threat level is III-A or higher. Officers must provide proof of the threat level to the Chief or his designee and request authorization for its use.

The care and cleaning of the removable cover and ballistic panels will conform to the written instructions that accompany each vest at the time of issue.

### 8.5 Uniform Jacket

The issued uniform jacket may be worn with all uniforms. The jacket will be zipped up to appropriate level for protection and in such a manner as to present best possible appearance.

### 8.6 Rain gear

All uniformed personnel will be issued rain gear for use during inclement weather.

### 8.7 Traffic Vest

Departmental issued reflective traffic vests will be worn over the outer garment by all uniformed personnel assigned to traffic control assignments.

### 8.8 Traffic Whistle

All uniformed personnel will be issued a whistle for use while directing traffic. The whistle will be carried in such a manner that it is not visible when not in use.

### 8.9 Gloves

Uniformed personnel will be issued search gloves. Gloves may be worn with long sleeve uniforms at the officer's discretion. Gloves shall only be worn with short sleeve uniforms while conducting a search or in circumstances where there is a risk of the officer's hands being cut, scratched, or punctured.

### 8.10 Symbol of Mourning

On departmentally authorized days of mourning, a one half (1/2) inch black strip of cloth or tape may be placed horizontally from edge to edge across the midpoint of the badge.

## **9.0 UNIFORM RESTRICTIONS AND RETURN OF EQUIPMENT/SEPARATION OF EMPLOYMENT**

Uniformed personnel will wear only uniforms and equipment issued by the Department or as may be authorized by

departmental directives and only when participating in departmental activities or approved functions.

Uniforms will not be altered except as required for initial fitting and for weight fluctuation.

Issued equipment will not be altered.

Employees will not loan or allow the wearing issued uniforms or issued equipment.

Officers on light duty status MAY carry department-issued weapons providing that their injuries do not prohibit the proper use of the weapon. Officers on light duty status MAY NOT perform uniformed duties.

Uniforms and issued equipment item **will not** be worn by employees while in a suspended status.

9.1 Employees granted a Leave of Absence for non-departmental activities exceeding one (1) month will return all uniforms and equipment items to the Equipment/Supply Unit.

9.2 When employment is terminated for any reason, all uniforms and issued equipment items will be returned to the Equipment/Supply Unit.

## **10.0 UNIFORM AND EQUIPMENT REPLACEMENT OR EXCHANGE**

Any request for replacement of damaged uniforms or equipment will require an Incident Report prepared by the officer and signed by the individual's immediate supervisor. The Incident Report must contain complete details concerning the property in question and must be presented along with an "Internal Requisition Form" to the Equipment/Supply Unit before re-issue.

## **11.0 LOSS OF DEPARTMENTAL PROPERTY AND/OR REPLACEMENT OF PERSONAL PROPERTY**

Personal Responsibility, which means the type of responsibility you have for equipment issued for your use during the discharge of your official duties.

Direct Responsibility, which is responsibility created by signing a hand receipt for issued items.

All uniforms and equipment issued to you are property of the Columbia Police Department.

In the event of the loss of departmental property, the individual responsible for the property will submit an incident report along with an internal requisition through the chain of command to the Division Commander detailing the who, what, when, where and why surrounding the loss.

For loss of departmental property, the individual responsible for the property will be given a Miscellaneous Revenue Payment Form listing the item lost and adjusted cost based upon issued condition and length of time since issue. That form will be taken to City of Columbia Collections at 1401 Main Street for processing. Once processed and the receipt is returned to Supply, the individual will be reissued the replacement piece of equipment.

In the event of damage to personal property while on an official tour-of-duty, the individual involved must submit an incident report detailing the who, what, where, when and why along with an internal requisition to the appropriate Division Commander requesting replacement of the item. Requests that are approved by the Division Commander will be submitted to the Chief of Police who will render the final decision.

Upon discovery of the lost or damaged item, the officer should complete the report and requisition for submission through the chain of command within seventy-two (72) hours.

An incident report that is submitted for lost property does not warranty the immediate issue of replacement of lost property. Replacement of lost or damaged uniform items and equipment, caused by the negligence of the employee, will

be handled through the Equipment Management/Supply Unit by reimbursing the Department for the lost or damaged item.

## **12.0 NON-UNIFORMED APPAREL**

Sworn personnel assigned to non-uniformed duties will dress in a style that is consistent with that of the professional business community or in accordance with duty requirements. Attire must conceal their sidearm and handcuffs without a revealing bulge.

Civilian employees will dress in a style that is consistent with that of the professional business community or in accordance with duty requirements.

Examples of acceptable dress include, but are not limited to, the following: business suits, skirts\*, dresses\*, dress slacks or pants, button up shirts (ties optional), blouses with a minimum of shoulder width sleeves, "polo" or "golf" shirts, and "dress sandals" that have a strap across to top of the foot may be worn.

\* Skirts and dresses can be no shorter than four inches above the knee when the employee is standing with their shoes on.

Unacceptable apparel includes: shorts/skortts, spandex, tank tops, spaghetti-straps, flip flops/beach sandals, t-shirts, sweat suits, jeans, and tennis shoes.

## **13.0 CREDENTIALS**

All on-duty civilian personnel will carry their issued City of Columbia identification card at all times.

All on-duty sworn personnel will carry their valid South Carolina Driver's License and issued City of Columbia identification card(s).

## **14.0 PERSONAL GROOMING**

Employees shall present a neat and clean appearance when on duty or while representing the Department. Exceptions to established personal grooming requirements may only be authorized by the Chief of Police based on duty assignment, medical reasons, or exigent circumstances. Any authorized exception or waiver of the Personal Grooming section or this General Order may be accompanied by re-assignment as designated by the Chief of Police,

### **14.1 Hair Styles - Sworn personnel**

Hairstyles for male personnel will be neat and will not interfere with the normal wearing of all standard or adopted police headgear. The length of hair will not extend over the top of the ears or beyond the collar of the uniform shirt and not be excessive, ragged or extreme in appearance. Sideburns will not extend beyond the bottom of the opening of the ear. Colored or tinted hair is restricted to shades normally associated with human hair.

A short and neatly trimmed mustache, beard, or goatee of a natural color may be worn. Mustaches must not extend below the upper portion of the lip and may not extend to the side of the mouth more than 1/4". The length of facial hair if worn as a beard or goatee must be kept at a maximum length of between 1/16" and 1/8". The beard or goatee may not extend past the end of the chin onto the neck. This is to ensure that no facial hair interferes with the proper functionality of all standard issued head gear, to include but not limited to, Personal Protective Equipment (PPE).

Handlebar mustaches are not authorized.

Supervisors are responsible for inspecting personnel with facial hair at the beginning of each shift to assure they are adhering to this General Order.

Hairstyles for female personnel will be neat and will not interfere with the normal wearing of all standard or adopted police headgear. Hair may be of reasonable length commensurate with existing styles and worn in a manner that does not interfere with the performance of duties or present safety concerns. Hair will not extend below the bottom edge of the collar of the uniform shirt; will not be excessive, ragged or extreme in appearance. Hair holding devices (barrettes, clips, pins, etc.) will be of natural hair color or transparent and inconspicuously placed. Colored or tinted hair is restricted to shades normally associated with human hair.

14.2 Hygiene

Attention to personal hygiene is a requisite when on duty.

14.3 Jewelry and Cosmetics

The authorized jewelry for uniformed personnel will consist of a wristwatch, medical identification bracelet and not more than two (2) rings. A wedding set will be considered as one (1) ring.

Female uniformed officers may wear one pair of stud earrings, not larger than 1/4 inch in diameter.

Female uniformed personnel may wear make-up provided that it is conservative in both color and application.

Female uniformed personnel may wear colored nail polish that is not extreme in appearance or color.

Excess jewelry, visible body piercing or cosmetics that present a garish appearance should be avoided.

Uniformed personnel are prohibited from wearing visible neck chains, bracelets (other than a medical bracelet) and visible body studs.

**15.0 TATTOOS**

The subject matters of visible tattoos may not be of a nature that would cause offence to members of the community or co-workers.

Columbia Police Department personnel are prohibited from having tattoos that extend passed the issued uniform shirt collar to include the neck and facial areas.

**16.0 COURT ATTENDANCE APPAREL**

Employees will wear their issued police uniform or professional business attire of conservative color and design.

Male  
Business suit, dress shirt, tie, and dress shoes  
Sport coat, slacks, dress shirt, tie, and dress shoes

Female  
Business suit, dress shirt/blouse, and dress shoes  
Dress and closed toe shoes  
Pant suit and dress shoes