I. Introduction
A. The purpose of the full police uniform is to ensure that sworn personnel are easily identifiable to the public, other law enforcement personnel, and helicopter personnel. A properly worn police uniform projects an image of authority, safety, and professionalism to the public.

B. A Division employee’s personal appearance influences the public’s perception of both the individual and the organization as a whole. A neat, professional appearance inspires confidence in the employee’s abilities.

II. Policy Statements
A. Deviation from this directive, unless otherwise specified, requires the approval of the Chief of Police.

B. Sworn personnel in uniformed assignments shall wear the uniform of the day:
   1. While on duty.
   2. When appearing in court on official police business.
   3. While participating in police ceremonies or funerals.
   4. When escorting or protecting a dignitary where a uniform is required.
   5. While working a special-duty assignment where a uniform is appropriate.
   6. When ordered by the Chief of Police.
   7. When performing any police function, except when specifically exempted by the Chief of Police.

C. Division personnel shall wear their uniform only when involved in a police function or when authorized by the Chief of Police.

D. Only authorized uniform garments and parts may be worn by Division personnel. The uniform contract, listing authorized garments, parts, and standards for sworn and civilian personnel, is on file in the offices of the Fiscal Operations Section.

E. Division personnel required to possess uniforms shall maintain their uniforms and replace worn or outdated parts in accordance with uniform regulations.

F. Uniforms shall be clean and neatly pressed. Badges, nameplates, chrome or brass accessories, and shoes shall be clean and polished.
G. Physical Appearance Standards

1. Hair Standards
   a. All Division personnel shall maintain their hair and hairpieces/wigs in a neat and clean condition.
   b. Hair colors shall be restricted to naturally occurring hair colors only.
   c. All sworn personnel shall wear their hair in a style and length that complies with guidelines established in this directive.
   d. Deviations from hair standards may be permitted with the approval of the involved employee’s deputy chief, except when the police uniform is worn.
   e. Beards and mustaches of male civilian personnel shall be neat, trimmed, and appropriate for the business environment.
   f. Deviations from hair standards are not permitted when the police uniform is worn, except as authorized by the Chief of Police.
   g. Sworn male personnel
      (1) Facial hair
         (a) Goatees are prohibited.
         (b) Beards are prohibited, except a beard ¼-inch in length may be worn when deviation is approved based on a medical necessity documented by a physician.
            i) Sworn employees requesting deviation from the beard policy shall forward a written request directly to the Division’s Human Resources Manager, and include the written documentation from their physician. The physician’s documentation must also include a diagnosis, restriction, and an estimated time period that deviation will be necessary.
            ii) The Human Resources Manager shall determine if sufficient documentation has been presented and shall approve or disapprove the request based on the medical documentation provided and notify the employee and the appropriate chain of command.
            iii) The Employee Benefits Unit (EBU) shall file and maintain the letter, medical documentation, and all requests for deviation from the beard policy.
            iv) Sworn personnel are required to be medically certified to maintain a beard. EBU will monitor employees to ensure recertification occurs when needed.
   (c) Sideburns shall not extend below the middle of the ear canal.
   (d) Mustaches shall not cover more than half of the upper lip, extend more than ½-inch beyond the corner of the mouth, and extend downward on the sides lower than the bottom of the lower lip. Handlebar mustaches are prohibited.
(2) Hairstyles

(a) Hair shall not exceed 2-inches in bulk on top and shall be tapered on the sides and back. A moderate block cut is permitted.

(b) Hair may touch the top of the ears, but shall not cover the outside surface of the ears.

(c) Hair shall not touch the collar, except for the closely cut hair on the back of the neck.

(d) Hair shall not fall within 1-inch of the eyebrows and shall not be visible on the forehead when wearing police headgear.

(e) Length and style of the hair shall permit the proper wearing of the police headgear.

(f) Hair shall be worn so as not to affect peripheral vision.

(g) The following hairstyles are prohibited:

   i) Braids
   ii) Ponytails
   iii) Multiple parts
   iv) Designs cut into the hair
   v) Drastic changes in length

h. Sworn female personnel

(1) Hairstyles for uniform assignments

(a) Hair shall not exceed 3-inches in bulk.

(b) Longer hair shall be arranged in an upward sweep or bun so as not to touch the collar, except for the closely cut hair at the back of the neck.

(c) Hair shall not be worn in braids or ponytails unless used to form a bun.

(d) Pigtailed are prohibited.

(e) Hair shall not fall within 1-inch of the eyebrows and shall not be visible on the forehead when wearing the police headgear.

(f) Hair shall be worn so as not to affect peripheral vision.

(g) Length and style of the hair shall permit the proper wearing of the police headgear.

(h) Conservative hair clasps/barrettes matching the individual’s hair color may be worn.

(2) Hairstyles for non-uniform assignments

(a) Hair shall be worn in a style suitable for the business environment.

(b) The hair style must be easily adaptable to comply with hair standards applicable to uniform assignments.
2. Fingernails
   a. Sworn personnel shall keep their fingernails trimmed to a length that
      will not hamper the critical tasks of their job, will minimize the risk of
      injury to prisoners, and shall not extend more than 1/8-inch beyond the
      end of the finger.
   b. Nail polish shall be of a single conservative color with no designs or
      decorations.
   c. Civilian personnel who have direct contact with prisoners shall keep
      their fingernails trimmed to a length of no more than 1/8-inch beyond
      the end of the finger in order to ensure the safety of all involved.
3. Tattoos
   a. Sworn Personnel
      (1) Sworn personnel shall have no visible tattoos, except for grand-
          fathered tattoos.
      (2) Sworn personnel shall not have tattoos (visible or not visible) that
          depict obscene or gang related images, or extremist or otherwise
          offensive images which may bring the Division into disrepute.
      (3) Visible tattoos, except grandfathered tattoos, shall be covered. The
          means for covering tattoos may be determined by the Division, and
          the cost of the covering shall be paid by the employee.
   b. Civilian Personnel
      (1) Division personnel shall have no visible tattoos on the head, neck or
          hands.
      (2) Division personnel may have tattoos so long as the tattoos do not
          depict obscene, gang-related, sexual, nude, extremist, racist, or
          otherwise offensive images.
      (3) Division personnel shall not have any new tattoos that will be visible
          on any exposed body part.
      (4) Exposed tattoos may be ordered covered by a commander or above.
4. Body Mutilations/Piercing
   No visible mutilations or piercing (other than ears) shall be permitted.
5. Contact Lenses
   a. Personnel may wear tinted contact lenses as long as the lenses are of
      a naturally occurring color.
   b. Personnel shall not wear contact lenses that alter the appearance or
      shape of the iris.
H. Non-Uniform and Civilian Dress Code
   1. While on duty, all Division personnel working non-uniform assignments or
      in restricted duty status shall adhere to the following dress code unless
      the duties of the assignment dictate otherwise, and approval is granted
      in writing by the deputy chief.
a. Division personnel shall wear clothing that:
   (1) Is suitable for a business office environment
   (2) Presents a professional appearance
   (3) Is neat, clean, and pressed
b. Division personnel are prohibited from wearing:
   (1) Shorts.
   (2) Inappropriately revealing hemlines and necklines.
   (3) Spandex clothing that conforms to the body, unless concealed by looser clothing.
   (4) Any clothing deemed inappropriate by the employee’s supervisor or by the applicable bureau SOP.
   (5) Flip-flops or similar style of footwear.
c. Male personnel shall wear:
   (1) Business suit, shirt, and tie; or
   (2) Trousers, shirt, tie and sport coat.
   (3) The sport coat is optional for civilian male personnel.
d. Female personnel shall wear:
   (1) Business suit; or
   (2) Blazer with slacks or skirt; or
   (3) Dress; or
   (4) Blouse with skirt or slacks; or
   (5) Comparable business-like ensemble.
e. On legal holidays, Division personnel who will not be interacting with the public may dress more casually, but must maintain a professional image in accordance with their bureau’s SOP.

2. Division personnel required to perform duties that subject them to unusually dirty conditions may submit a letter through their chain of command to the Chief of Police requesting either:
   a. Deviation from this dress code; or
   b. Issuance of the blue utility uniform.

3. Temporary deviation from this dress code requires the approval of the affected employee’s bureau commander and is limited to one week at a time.

4. Deviation from this dress code for more than one week at a time requires the approval of the Chief of Police.

5. Division personnel shall comply with the specific dress code established by the Advanced Training Section, and approved by the Chief of Police, for training that lasts a complete tour of duty.
6. The Chief of Police may authorize units or personnel to wear a business casual uniform. The items must be purchased/acquired at no cost to the Division. The business casual uniform shall consist of the following:

a. The approved/authorized polo-style shirt in black or navy blue.

   (1) Sworn personnel
   
   (a) The Columbus Police badge shall be embroidered on the left breast of the shirt.
   
   (b) Officers shall have the first initial of the first name and the full last name, followed by “#” and badge number (for example, J Doe #123) embroidered on the right breast of the shirt. Officers shall not have their rank embroidered.
   
   (c) Sworn supervisors shall have their rank (for example, Sgt, Lt, or Cmdr) and first initial of the first name and the full last name (for example, Sgt J Doe) embroidered on the right breast of the shirt.

   (2) Civilian personnel shall have the patch embroidered on the left breast of the shirt. All civilian personnel shall have the first initial of the first name and the full last name (for example, J Doe) embroidered on the right breast of the shirt.

   (3) All stitching shall be gold for sworn and civilian supervisors or silver for officers and non-supervisory civilians.

   (4) Civilian personnel shall not have an embroidered badge on their shirt.

b. The approved/authorized khaki or black colored pants with an appropriate belt.

I. Blue Utility Uniform Requirements

1. The Chief of Police may authorize units or personnel to wear a blue utility uniform.

2. When authorized, the blue utility uniform shall be worn during normal tours of duty.

3. When authorized to wear the blue utility uniform, sworn personnel shall possess all the items needed to complete the uniform.

4. Any deviation from the blue utility uniform requirements requires the approval of the Chief of Police.

J. Uniform Inspection

1. All annual inspections shall be coordinated by the Property Management Section Lieutenant. These uniform inspections do not replace those conducted by unit supervisors on a regular basis.

   a. Each year, sworn personnel shall undergo a uniform inspection conducted by lieutenants assigned to the Professional Standards Bureau and Patrol Bureaus, and an individual assigned to examine body armor and vest covers.
b. At least once each year, uniformed civilian employees shall undergo a uniform inspection conducted by their commander or commander’s designee.

2. Once a properly fitted and manufactured uniform garment is received from a vendor, further alterations shall be the responsibility of the personnel to whom it is issued.

K. Sworn personnel are required to possess:

<table>
<thead>
<tr>
<th></th>
<th>Working Uniform Assignment</th>
<th>Working Non-uniform Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hat, white eight-point</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Short-sleeved (summer) uniform shirt</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Long-sleeved (winter) uniform shirt</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Tie</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Striped</strong> uniform pants, or</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cargo pocket uniform pants, or</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Breeches (motorcycle/mounted officers only)</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Jacket, lightweight <strong>uniform</strong></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Blouse (lieutenants and above)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Shoes/Boots</td>
<td>1 pair</td>
<td>1 pair</td>
</tr>
<tr>
<td>Reflective vest (officers and sergeants)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Gun Belt and equipment</td>
<td>1 set</td>
<td>1 set</td>
</tr>
<tr>
<td>Body Armor</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

L. Personnel requesting to “wear-test” uniform items must obtain prior approval in writing from the Uniform Committee before contacting the Uniform Office or vendor. The testing personnel shall present his or her findings and recommendations to the Uniform Committee at the conclusion of the testing period.

M. While on-duty or working special duty, sworn personnel directing or controlling traffic in the roadway or on public or private property shall wear either the Division-issued reflective vest or the lightweight jacket or raincoat with the reflective striping visible on the outside.

N. Seasonal Uniform Changeover

1. Sworn personnel may wear the summer uniform only from April through October.

2. Sworn personnel have the option to wear the winter uniform year round.
O. Tactical Uniform Requirements
1. The Chief of Police has authorized tactical personnel to wear uniform parts or other items of clothing designed for use in special assignments or for tactical operations. Only authorized tactical uniform parts shall be worn.
2. Sworn personnel working an assignment requiring the issuance of tactical uniform parts specific to that assignment shall return those uniform parts to the police stockroom within 14 days after leaving the assignment.
3. Sworn personnel deployed in a tactical field force operation shall wear their helmets, have their gas masks available, and be issued tactical batons as directed by the Incident Commander.

P. Uniform and Accessories Standards
This section is an alphabetical list of detailed standards concerning specific uniform garments and parts. Some items listed, although approved for wear by the Chief of Police, are optional and must be purchased/acquired at no cost to the Division. The Division of Police furnishes employees the items required by each of the appropriate collective bargaining agreements.

1. Badge
   The badge shall be worn in the appropriate location on the left breast area of the outermost garment.

2. Belt
   A plain black leather or poromeric (Corofam, Clarino, etc.) belt shall be worn with the police uniform pants.

3. Blouse
   a. Officers and sergeants may wear the uniform blouse at specific police functions, with the approval of the Chief of Police.
   b. The double-breasted blouse may be worn by lieutenants and above.

4. Body Armor
   a. The Division of Police strongly encourages sworn personnel to wear body armor while engaged in law enforcement activities.
   b. **When in uniform,** all sworn personnel (except as excluded in Section II,P,4,c.), shall wear the Division-issued body armor unless the Division’s official waiver, “Election Not to Routinely Wear Body Armor and Waiver” (only applicable to sworn personnel hired prior to September 30, 2007) has been signed and is on file with the Division prior to February 28, 2012.
   c. Sworn personnel **who are** working in a uniformed capacity **in the below listed job assignments are not** required to wear the Division-issued body armor during their normal tour of duty. Additional assignments may be **added to this list** at the discretion of the Chief of Police.
      (1) Advanced Training Section
      (2) FTO Coordinators Unit
(3) Recruit Training staff
(4) Photo Red Light Unit
(5) Patrol Administrative Section supervisors
(6) Police Supervisors in the Communications Bureau
(7) Units where the blue utility uniform has been authorized.
   d. All sworn personnel may be required to wear body armor for certain
      high-risk operations, as specified by the Chief of Police, regardless
      of a waiver being signed and on file.
   e. The issued black body armor vest cover may only be worn by Patrol
      officers in conjunction with the approved turtleneck.

5. Cellular Telephone/Pager
   a. Uniformed sworn personnel may carry either a cellular telephone or
      pager on the gun belt.
   b. The cellular telephone or pager and its respective holder must be of a
      color that does not detract from the uniform.

6. Decorations and Insignia
   a. Only decorations and insignia authorized by the Chief of Police may
      be worn.
   b. Gold braid or embroidered chevrons shall be worn on the sleeves of
      the blouse, lightweight jacket, and winter-weight jacket, as follows:
      (1) Gold chevrons denote a sergeant
      (2) A single ½-inch gold braid denotes a lieutenant
      (3) Three ½-inch gold braids denote a commander
      (4) A single 2-inch gold braid denotes a deputy chief or the Chief of Police
   c. Rank insignia pins
      (1) Sergeants shall wear gold chevron pins centered on the shirt collar
          so that the bottom points are ¼-inch from the outside edges of the
          collar, whether buttoned or unbuttoned.
(2) Lieutenants shall wear silver bar pins centered ½-inch from the shoulder seam on the epaulets of the double-breasted blouse, jacket, or topcoat.

(3) Commanders shall wear silver oak leaf pins centered ½-inch from the shoulder seam on the epaulets of the double-breasted blouse, jacket or topcoat.

(4) Deputy chiefs shall wear double silver star pins equally spaced between the shoulder seam and the buttons of the epaulets of the double-breasted blouse, jacket or topcoat.

(5) The Chief of Police shall wear four silver star pins equally spaced between the shoulder seam and the buttons of the epaulets of the double-breasted blouse, jacket or topcoat.

d. Shoulder boards with rank insignia shall be worn with the uniform shirt and the approved sweater by lieutenants, commanders, deputy chiefs, and the Chief of Police.

e. Nameplates shall be worn and service plates, award ribbons, shooting badges, and approved unit/specialist insignia may be worn on the assigned uniform shirt, blouse, or approved sweater.

(1) The nameplate with CALEA emblem shall be worn centered on the right breast pocket with the bottom edge of the nameplate touching the top seam of the shirt pocket. When wearing the approved sweater, the nameplate shall be worn in the area provided.
(2) The optional service plate may be worn centered directly below and just touching the nameplate.

(3) Award ribbons shall be worn no more than three per row, centered directly above the nameplate. When wearing multiple ribbons, the highest award ribbon shall be positioned toward the center of the shirt. Additional award ribbons shall be worn in order of precedence from the center of the chest outward in descending rows. The metal frame of the award ribbon is embossed with a leaf pattern that shall be worn so that the leaves make a “V.”

(4) Shooting medals shall be worn centered just below the nameplate or optional service plate on the right breast pocket flap.

(5) The approved unit pin designating the wearer’s current primary unit of assignment may be worn on the left pocket flap under the badge. Only one pin may be worn in that location (for example Motorcycle, SWAT, Z5).

(6) Specialist insignia and specialized training (FBINA, SPI, etc.) pins shall be worn centered on the right breast pocket flap below the nameplate, optional service plate and/or shooting badge.

(a) Specialist insignia pins denote that additional training and requirements have been met, for example Field Training Officer, and Crisis Intervention Team.

(b) Specialist insignia and specialized training pins approved by the Chief of Police may be worn. Approved specialist insignia pins are posted on the Division’s Intranet under Publications.

(c) A maximum of two approved specialist insignia or specialized training pins may be worn on the right pocket flap of the uniform shirt under the nametag. Personnel may choose which current pin(s) to wear, but the order shall be in descending order, with the most recent at the top.

(d) Pins that are not approved or do not meet the above criteria can only be worn as outlined in Section II,P,13,b.

f. A fourragère shall only be worn when authorized.

g. Sworn personnel may wear the embroidered service insignia on the blouse, lightweight jacket, winter-weight jacket, sweater, or topcoat. The embroidered bar denotes five years of service, and the embroidered star denotes ten years of service.

(1) Commanders and lieutenants may wear embroidered service insignia on the left sleeve with the lower edge of the bar or the lower points of the star, 1½-inches above the top edge of the uppermost gold braid.

(2) Sergeants and officers may wear embroidered service insignia on the left sleeve with the lower edge of the bar or the lower points of the star, 4½-inches above the sleeve cuff.
7. **Earmuffs/Earband**
   Uniformed officers may wear plain black or dark blue earmuffs or earband in severe weather conditions if they do not interfere with wearing the regulation hat.

8. **Eyewear**
   Eyeglasses and sunglasses shall be in good taste.

9. **Gloves**
   a. Sworn personnel may wear plain black or dark blue gloves only:
      1. When wearing the approved sweater, light-weight jacket, winter-weight jacket, reefer coat, raincoat, or supervisors’ topcoat in cold weather.
      2. With the short-sleeve uniform during a tour of duty when assigned to a motorcycle, bicycle or mounted unit.
         Bicycle officers may wear “fingerless” bicycle gloves when riding the bicycle.
      3. When conducting a search or other activity, such as changing a tire, to protect the hands.
   b. Sworn personnel may wear white gloves with the long-sleeve uniform if ordered by the Chief of Police.
   c. Gloves shall not be carried so that they are hanging out of a pocket when not being worn.

10. **Gun belt and equipment**
   a. The gun belt and related equipment shall be leather or poromeric (Corofam, Clarino, etc.) unless there is documentation from a physician specifying
the need for a gun belt made from another material and approval has been given by the Division’s Human Resources Manager.

(1) Sworn employees requesting a lightweight gun belt and related equipment shall forward a written request directly to the Division’s Human Resources Manager, and shall include written documentation from their physician. The physician’s documentation must include a diagnosis, restriction, and an estimated time period that deviation will be necessary.

(2) The Human Resources Manager shall determine if sufficient documentation has been presented and shall approve or disapprove the request based on the medical documentation provided and notify the employee and the appropriate chain of command.

(3) The Employee Benefits Unit (EBU) shall file and maintain the letter, medical documentation, and all requests for lightweight gun belts and related equipment.

(4) EBU will monitor employees to ensure recertification occurs if/when needed.

b. The following equipment shall be carried on the gun belt:

(1) Service pistol, fully-loaded with issued ammunition and carried in a Division-issued holster
(2) Ammunition holder containing magazines with the proper amount of issued ammunition
(3) Chemical mace and holder
(4) Issued tactical baton and holder (optional if assigned a taser)
(5) One or two pairs of handcuffs carried in one double or two single, enclosed handcuff cases
(6) Walkie-talkie and holder, when issued due to assignment
(7) Taser and holder, when assigned
(8) Optional flashlight and holder
(9) Optional rubber-glove pouch of a style approved by the Chief of Police
(10) Issued CVS mic pouch

c. When wearing the blouse, lieutenants and above are not required to wear the regulation gun belt and equipment, but shall carry a fully loaded service pistol in a holster designed for concealment.

d. Uniformed personnel approved to wear just an approved weapon on their pants belt, such as General Staff members and Training Bureau personnel, shall wear the issued gunbelt when participating in activities or meetings away from their assigned workstation.
11. Hat (8-point and trooper-style)
   a. Uniformed officers and sergeants should, and lieutenants and above shall wear an authorized hat both indoors and outdoors with the following exceptions:
   (1) While inside a motor vehicle
   (2) While inside a police facility
   (3) When operational circumstances would dictate its removal
   (4) When common courtesy would call for the removal of the hat (for example when making a death notification or attending a funeral)
   (5) If officer safety could be jeopardized
   b. Use of the fabric hatband with the white eight-point hat is optional
   c. The optional trooper-style winter hat may be worn by police officers, sergeants, lieutenants, and selected civilian personnel.
   d. The optional trooper-style hat is authorized for wear only in severe cold weather conditions when the effective air temperature, including wind chill, is 32 degrees Fahrenheit or colder.
   e. Officers assigned to the Bicycle, Motorcycle, or Mounted Unit shall carry a black or dark blue ballcap with “CPD” emblazoned on the front and their badge number on the back to be worn when wearing the standard helmet would be impractical.

12. Jacket/Coat
   a. The lightweight jacket is standard issue for all sworn personnel below the rank of deputy chief. It may be worn with the uniform of the day.
   b. The winter-weight jacket may be worn by all sworn personnel.
   c. Jackets shall be worn zipped or buttoned up at least three-quarters of the way to the collar.
   d. The Division-issued base-layer jacket shall only be worn under an approved coat, jacket, or sweater.
   e. Lieutenants and above may wear the topcoat over the double-breasted blouse.

13. Jewelry (worn with the police uniform)
   a. A wristwatch, bracelet, and two rings may be worn as long as the style is in good taste. No other jewelry (pin, chain, etc.) shall be worn if it is exposed.
   b. A single tie tack or pin of a design in good taste may be worn on the tie.
   c. Sworn female personnel may wear a single pair of plain earrings of the post or button type in pierced ears.

14. Pants
   When standing, the hem of the uniform pants shall touch the top of the shoes, but shall not cause the front crease to break.
15. Rainwear  
   a. The reflective reversible raincoat or rain suit is approved for wear by all sworn personnel.  
   b. Rainwear shall be worn zipped or buttoned up at least three-quarters of the way to the collar.  
   c. Uniformed sworn personnel shall not use or carry umbrellas.  

16. Reflective Vest  
   The Division-issued reflective vest shall be worn by sworn personnel working traffic control, except as otherwise specified in this directive.  

17. Scarf  
   a. During cold weather, uniformed officers may wear a plain black or dark blue neck scarf, not a turtleneck scarf, tucked inside the coat.  
   b. Sworn personnel may wear a plain black or dark blue turtleneck scarf during cold weather only during a tour of duty when they are assigned to ride a motorcycle, bicycle, or horse.  

18. Shirts (white and blue uniform)  
   a. Shirt sleeves shall have sharp creases and shall not be rolled up.  
   b. All pocket flaps and cuffs shall be buttoned.  
   c. Only the top button of the short-sleeved shirt and the blue long-sleeved shirt shall be unbuttoned.  
   d. Only a writing instrument, whistle, Division-issued ID/key card, and the stem of eyeglasses may be carried in the shirt pockets.  
   e. Division-issued ID/key cards may be worn clipped to the shirt pocket only when in a police facility.  
   f. A white crew neck t-shirt shall be worn under the shirt.  

19. Shoes/Boots  
   a. Uniform shoes and boots must be plain black leather or poromeric (such as Corofam, Clarino, etc.) in an approved style.  
   b. Black rubberized boots/galoshes may be worn if necessary.  

20. Socks  
   Uniformed sworn personnel shall wear plain black, dark blue, or white-soled socks as long as only the black or dark blue portions are visible.  

21. Stocking caps  
   Stocking caps may be worn only under the regulation police motorcycle, bicycle, or riding helmet.  

22. Suspenders  
   Black or dark blue suspenders may be worn under the uniform jacket so as not to be visible.
23. Sweaters  
   a. Sworn personnel in uniformed assignments may wear the approved pull-over or zippered v-neck sweater with the long-sleeved uniform shirt and tie.  
   b. The approved sweater shall be worn tucked in when worn with the gun belt.  
   c. The approved sweater may be worn in lieu of the uniform jacket or coat.  
24. Tie  
   a. The uniform tie shall be a plain black fabric clip-on, and shall extend to the area immediately above or below the belt buckle.  
   b. Sworn personnel shall wear the uniform tie when wearing the white long-sleeved uniform shirt.  
   c. Police Communications Bureau personnel shall be required to wear the uniform tie with the long-sleeved blue uniform shirt only when leaving the radio room facility.  
   d. The uniform tie shall not be worn with a short-sleeve shirt.  
25. Turtlenecks  
   a. Officers and sergeants in uniformed operational assignments may wear the approved turtleneck.  
   b. The approved turtleneck may only be worn November through March.  
   c. The approved turtleneck shall not be worn while attending court, funerals, or other ceremonies, or for certain events as dictated by the incident commander or supervisor in charge.  
   d. The approved turtleneck shall only be worn under an approved coat, jacket, or sweater. The outer garment must be on at all times. The outer garment must be zipped up at least three-quarters of the way to the collar, unless inside a police facility. Turtlenecks are not to be worn under the white uniform shirt.  
   e. The approved turtleneck shall be black and have “CPD” embroidered in the center on the neck in gold letters for supervisors or silver letters for officers.  
26. Whistle and chain  
   a. Uniformed officers and sergeants shall carry or wear the police whistle. When wearing the whistle chain, the large hook at one end of the chain shall be attached under the epaulet on the right shoulder so the whistle can be dropped into the right side of the right breast pocket of the outermost uniform garment.  
   b. The approved rubber whistle cover shall be attached to the whistle during the winter uniform season and is optional during the summer uniform season.