

1.02-1

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
APPEARANCE, CLOTHING AND EQUIPMENT**



RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE

Rev. 05/20

POLICY STATEMENT

This policy establishes standard appearance and clothing guidelines for all Dayton Police Department employees so they project an appropriate and positive image to the public. All employees will be well groomed, hygienic and dress in a conservative manner conducive to public employment and service.

This policy will be adhered to by all employees when performing duties under the auspices of the Dayton Police Department. No employee is exempt from these guidelines unless specifically granted exemption by the Director and Chief of Police.

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PART ONE – SWORN EMPLOYEE UNIFORMS

Members of the Dayton Police Department will maintain their uniform in a clean condition and good repair. Replacement items will meet the uniform specifications prescribed by the Department.

I. UNIFORM REGULATIONS

The following regulations pertain to wearing the uniform and will be adhered to by all sworn personnel.

- A. Personnel assigned to wear the uniform will report for roll call or their specific detail, in complete uniform.
- B. Uniforms shall be kept neat, clean, pressed and in good repair. Leather goods should be clean and polished. While wearing the uniform, sworn members will maintain a military bearing, avoiding mannerisms such as slouching and keeping hands in pockets.
- C. The uniform should not be worn off duty except when:
 1. Traveling to and from work and court
 2. Engaging in outside employment in an approved official police capacity
 3. Attending authorized functions (funerals, parades)
- D. An incomplete uniform will not be worn out of doors. "Incomplete" means wearing uniform trousers, shirt or jacket without the hat or gun belt.
 1. Wearing civilian clothes with uniform clothing is forbidden.
 2. The hat will be worn only when required as listed in Section II.A.1.
 3. Sworn members, assigned inside a Police facility are not required to wear the gun belt.
- E. Personnel assigned in uniform to the Patrol Operations Divisions and personnel assigned to the Investigations and Administrative Services Division conducting enforcement operations or other personnel in a uniformed enforcement assignment are required to wear their issued safety equipment (Body armor, IPOK, traffic safety vest, etc.).

All other personnel will be required to have their issued safety equipment readily available. If they are responding to a high-risk call, they will also be required to wear their issued safety equipment.

F. Classes of Uniform**1. CLASS "A" UNIFORM**

The Class "A" Uniform will consist of:

- a. Officer through Sergeant - a white/medium blue Flying Cross long sleeve shirt and black tie without the blouse and regulation dark navy Flying Cross trousers with correct piping/ribbon with the remainder of the authorized uniform. The regulation blouse with a white Flying Cross long sleeve shirt and black tie may be worn if available.
- b. Lieutenant through the Chief - the regulation blouse with a white Flying Cross long sleeve shirt and black tie and regulation dark navy Flying Cross trousers with correct ribbon with the remainder of the authorized uniform.

All sworn personnel are required to maintain a wearable Class "A" uniform that will be inspected during February every year by their immediate supervisor. Class "A" uniforms will be worn for formal occasions including: Awards ceremony, police memorial, academy graduations, funerals, etc.

2. CLASS "B" UNIFORM**a. Major through Chief:**

Winter

- Regulation Public Safety Jacket or Soft Shell jacket
- Regulation White Flying Cross long sleeve shirt
- Regulation Dark Navy Flying Cross trousers
- Black tie or authorized turtleneck shirt in lieu of a black tie
- Remainder of the authorized uniform.

Summer

- Regulation White Flying Cross short sleeve shirt and
- Regulation Dark Navy Flying Cross trousers
- Remainder of the authorized uniform
- The Public Safety Jacket or Soft Shell jacket may be worn with short sleeves during periods when the weather is cooler.

b. **Lieutenant:**

Winter

- Regulation Public Safety Jacket or Soft Shell jacket
- Regulation white Flying Cross long sleeve shirt
- Black tie or authorized turtleneck shirt in lieu of a black tie
- Regulation LAPD Navy Flying Cross pants
- Remainder of the authorized uniform.

Summer

- Regulation white Flying Cross short sleeve shirt
- Regulation LAPD Navy Flying Cross
- Remainder of the authorized uniform.
- The Public Safety Jacket or Soft Shell jacket may be worn with short sleeves during periods when the weather is cooler.

c. **Sergeant:**

Winter

- Regulation Public Safety Jacket or Soft Shell jacket
- Regulation LAPD Navy Flying Cross long sleeve shirt
- Black tie or authorized turtleneck shirt in lieu of a black tie
- Regulation LAPD Navy Flying Cross pants
- Remainder of the authorized uniform.

Summer

- Regulation LAPD Navy Flying Cross short sleeve shirt
- Regulation LAPD Navy Flying Cross pants
- Remainder of the authorized uniform
- The Public Safety Jacket or Soft Shell jacket may be worn with short sleeves during periods when the weather is cooler.

d. **Officer:**

Winter

- Regulation Public Safety Jacket or Soft Shell jacket
- Regulation midnight navy 5.11 PDU twill long sleeve shirt
- Black tie or authorized turtleneck shirt in lieu of a black tie and
- Regulation midnight navy 5.11 PDU twill pants:
- Remainder of the authorized uniform.

Summer

- Regulation midnight navy 5.11 PDU twill short sleeve shirt
- Regulation midnight navy 5.11 PDU twill pants and
- Remainder of the authorized uniform.
- The Public Safety Jacket or Soft Shell jacket may be worn with short sleeves during periods when the weather is cooler.

3. **Specialized Uniforms**

Personnel assigned to specialized units (Bomb Squad, SWAT/HNT, Bicycle Patrol, Crime Scene Investigators, Motorcycle Patrol, Crash Reconstruction, Honor Guard and Parking Enforcement Aides)

will wear the uniform items authorized and appropriate for their units.

With the exception of the Bicycle Patrol uniform, which may only be worn when an officer is on bicycle patrol for more than half of their shift, specialized uniforms will be worn only when officers are actively engaging in specialized duties or training.

G. Display of Badge and Name Plate

1. The Department badge will be displayed on the outer garment of the uniform above the left pocket (embroidered on outer coat and sweater). (See Illustration #4)
2. The nameplate is displayed on the outer garment of each uniform on the right side (embroidered on outer coat and sweater), centered 1/8 inch above the top of the pocket seam. (See Illustration #3)
3. The nameplates for officers will be silver-plated and nameplates for Sergeants through Chief will be gold-plated. The lettering on both nameplates will be ¼" block lettering in black. Nameplates will be ½" in height, accommodating the officer's initials and last name. Lettering on outer coat, sweater, and LBV will be white for officers and gold (yellow) for sergeants and above.
4. Sworn personnel have the option to wear an additional metal plate indicating "**servicing since XXXX**" the year they started with the Dayton Police Department as a Sworn Police Officer. That plate will be the same color as the metal nameplate and will be worn with the wording displayed underneath the nameplate, 1/8 inch above the top of the pocket seam. This plate may only be worn with the metal nameplate.

Sworn personnel will have the option of also wearing their current seniority designation (Sworn time with the Dayton Police Department in Five Year increments) on uniform shirts on the left shirt pocket flap. These insignia are to be worn on uniform shirts only.

Seniority designations are Silver for Officer and Gold for Sergeant and above. They will be metal with clutch-pin back. The stars will be ½" in height; multiple stars will be connected and displayed as a straight-line group.

These insignia will be worn with a star(s) being centered on the pocket flap underneath the badge approximately ½" from the top of the pocket flap. All insignia are to be kept highly polished at all times. (See Illustration #4)

5. Officers may display the optional "*Blackington*" brand "A7311" flying American flag before their name on the nameplate. (See Illustration #3)
6. During line of duty funerals and police memorial week, officers will wear a horizontal mourning band across the badge.
7. All exposed metal insignia/ badges will be highly polished at all times.

II. UNIFORM ITEMS

A. Headgear

1. Uniform Cap

- a. All sworn members while in uniform will wear the specified "Midway" brand "Dayton specification 5-Star model" or "Bayly" brand "Dayton specification" round type cap with rubber grommet. The cap will be a navy blue, polyester serge material for Class A and B uniforms. Sworn members may wear the optional specified "Dayton spec 5-star summer model" nylon mesh with the Class B summer uniform.
- b. The uniform cap will be worn:
 1. Level on the head as viewed from the back, and with the front tip of the cap bill centered on the

nose and level with the eyebrows as viewed from the sides.

2. At all times when outdoors at a duty post, when in contact with the Media or when instructed by a supervisor.
3. At all times when indoors at a duty post except when the duty post is inside of a police facility or in a courtroom.
- c. Police Officers will wear a silver-plated "metal mesh band" with silver "Dayton Police" band buttons and silver issue cap shield designating their rank.
- d. Sergeants through Chief will wear a gold-plated "metal mesh band" with gold "Dayton Police" band buttons and gold issue cap shield designating their rank.
- e. All metal devices, hatbands and cap shields will be highly polished at all times.
- f. The hatband around the base of the cap will be detachable and made of #280 BLACK rayon braid with an elastic insert.

2. Cold Weather "Trooper Style" Hats

Personnel may wear an optional fur type hat (Stratton Mod# 405142) during extreme weather conditions (temperature below 32°). The hat will be black in color with fur ear tabs and a leather or plastic crown. The issue cap badge will be displayed on the front of the cap.

3. Black Knit Cap

Personnel may wear an optional black knit watch cap during extreme weather conditions (temperature below 32°). The cap is not to be worn while on any indoor duty post. The cap will be black in color and will have the standard embroidered badge in front on the folded up rim and will be in the color that is appropriate to the wearer's rank.

4. Optional Ball Cap

Officers assigned to Bicycle Patrol, Motor Unit, E-Crew and K-9 are authorized to wear an optional hat only while in their respective specialized unit uniform. This hat will NOT replace the authorized helmet which is required at all times while riding a bicycle/motorcycle. The hat will be worn only when the officer is off of the bicycle/motorcycle or performing E-Crew/K-9 duties. Designated officers may purchase at their own expense a ball cap with the following specifications:

- Richardson Pro 585 "flexfit" ball cap
- Solid Navy color
- Embroidered Dayton Police Badge (2.5" x 2") centered in the middle front of the hat above the bill – Gold for Sergeants, Silver for officers.

B. Ties

1. All sworn personnel will wear a black clip-on or Velcro strap tie of a non-sheen material with no pattern or design. The tie will be black for Class A uniforms and Class B winter uniforms.
2. The tie width will be between 2"-3" at the widest part.
3. All ranks will wear a tie with the Class A uniforms and Class B winter uniforms only.
4. Tie clasps or pins will be conservative and may not depict a detrimental aspect of police work.

C. Undershirts

Sworn members may exercise the option of whether or not to wear an undershirt, which will be white or black

with a round or V-neck collar and no designs, pictures or patterns on the material. Undershirt sleeves must not extend beyond the uniform shirtsleeve.

D. Socks

All ranks will wear plain black socks that cover no less than 4" above the ankle while in uniform. Officers may wear other color socks when they are wearing boots and the sock is not visible to the public or when they have an authorized medical reason for having to wear non-colored socks. Exceptions to this section will apply to Bicycle Patrol Uniforms; officers may wear white socks of any length, up to 4" above the ankle.

E. Shirts

All sworn personnel will wear the regulation long sleeve or short sleeve shirt depending upon rank and uniform of the day.

1. The Dayton Police shoulder patch will be sewn on each sleeve, by all ranks, centered approximately 1 inch below the shoulder seam.
2. Sergeants will display Sergeant's Chevrons on each sleeve centered four and 1/2 - inches below the shoulder seam on short sleeve and five and 1/2 inch on long sleeve shirts.
3. Lieutenants through Chief will wear the appropriate rank device on their collar lapels. The rank device will be vertically centered on the collar 1 inch from and in line with the inner edge of the collar on both long and short sleeve shirts. (See Illustration #1)
4. Uniform Shirt Specs (Model Numbers are subject to manufacturer's change):

a. Officers Class A

Flying Cross Medium Blue poly-rayon "deluxe tropical" long sleeve shirt:

- Model # Men's – 45W6625
- Model # Women's – 102W6625

Officers Class B

5.11 Midnight Navy PDU twill long sleeve shirt:

- Model # Men's – 72345 (w/document pocket) or 72344 (w/o document pocket)
- Model # Women's – 62065 (w/document pocket) or 92064 (w/o document pocket)

5.11 Midnight Navy PDU twill short sleeve shirt:

- Model # Men's – 71177 (w/document pocket) or 71183 (w/o document pocket)
- Model # Women's – 61159 (w/document pocket) or 61158 (w/o document pocket)

b. Sergeants Class A

Flying Cross White poly-rayon "deluxe tropical" long sleeve shirt:

- Model # Men's – 45W6600
- Model # Women's – 104W6600

Flying Cross "Command" white polyester shirt:

- Model # Men's 85R7800 – Women's (177R78-00) - S/S (Does Not Come with Zipper)
- Model # Men's 87R7800z – Women's (177R78Z-00) - S/S (with Zipper)
- Model # Men's 35W7800Z - Women's (127R78Z-00) - L/S (With Zipper)

Sergeants Class B

Flying Cross LAPD Navy poly-rayon "deluxe tropical" long sleeve shirt:

- Model # Men's – 45W6686
- Model # Women's – 104W6686

Flying Cross LAPD Navy poly-rayon "deluxe tropical" short sleeve shirt:

- Model # Men's – 95R6686
- Model # Women's – 154R6686

Flying Cross LAPD Navy cross FX elite long sleeve shirt:

- Model # Men's – FX6120-86
- Model # Women's – FX6120-86W

Flying Cross LAPD Navy cross FX elite short sleeve shirt:

- Model # Men's – FX6100-86
- Model # Women's – FX6100-86W

c. **Lieutenants Class A/B**

Flying Cross White poly-rayon "deluxe tropical" long sleeve shirt:

- Model # Men's – 45W6600
- Model # Women's – 104W6600

Flying Cross White poly-rayon "deluxe tropical" short sleeve shirt:

- Model # Men's – 95R6600
- Model # Women's – 154R6600

Flying Cross "Command" white polyester shirt:

- Model # Men's 85R7800 – Women's (177R78-00) - S/S (Does Not Come with Zipper)
- Model # Men's 87R7800z – Women's (177R78Z-00) - S/S (with Zipper)
- Model # Men's 35W7800Z - Women's (127R78Z-00) - L/S (With Zipper)

d. **Majors through the Chief**

Flying Cross White poly-rayon "deluxe tropical" long sleeve shirt:

- Model # Men's – 45W6600
- Model # Women's – 104W6600

Flying Cross White poly-rayon "deluxe tropical" short sleeve shirt:

- Model # Men's – 95R6600
- Model # Women's – 154R6600

Flying Cross "Command" white polyester shirt:

- Model # Men's 85R7800 – Women's (177R78-00) - S/S (Does Not Come with Zipper)
- Model # Men's 87R7800z – Women's (177R78Z-00) - S/S (with Zipper)
- Model # Men's 35W7800Z - Women's (127R78Z-00) - L/S (With Zipper)

5. Sworn personnel may wear specialized performance shirts under their outer vest carriers or load-bearing vest only with their Class B uniforms as follows:

a. Supervisors are permitted to wear the Flying Cross Hybrid Performance Shirt in LS and SS under and with their outer vest carrier only.

- Sergeants: Command 100% polyester - color 86 (LAPD Navy) model #85VS78 – SS and model #35VS78 – LS
- Lieutenant and above: Command 100% polyester - color 00 (White) model #85VS78 – SS and model #35VS78 – LS

b. Officers are permitted to wear the 5.11 PDU Rapid short and Long Sleeve shirts in LS and SS under and with their outer vest carrier only.

- Taclite PDU Rapid Shirt – color 750 (Midnight Navy) – model #71046 - SS
- Rapid PDU Shirt - color 750 (Midnight Navy) – model #72197 – LS

- c. All sworn personnel are permitted to wear the Flying Cross Dutyguard HT Pullover Model #57100 (Black) in lieu of the authorized Public Safety Jacket or Soft Shell Jacket.
 1. Embroidered badges and patches will be worn as specified on other outer coats.
 2. The Dutyguard pullover will be worn under the LBV carrier with shoulder patches visible.
 - d. Sworn personnel are not to wear the performance shirts or pullover under outer vest-carrier-shirt when in public without wearing the outer vest or LBV carrier.
- F. Trousers

1. All ranks will wear the approved trousers, depending upon uniform of the day (see current specifications).
2. The officers' regulation Class A uniform trouser will have a 1/16 inch royal blue piping sewn into the seam from the bottom of the pocket to the bottom of each leg. The piping fabric and weave will be the same as the trousers.
3. The regulation Class A uniform trouser for Sergeant through Chief will have a black 1 inch wide braid sewn evenly over the side seam from the bottom of the waistband to the bottom of each leg. The braid fabric and weave will be the same as the trousers.
4. The regulation Class B uniform trouser for Major through Chief will have a black 1 inch wide braid sewn evenly over the side seam from the bottom of the waistband to the bottom of each leg. The braid fabric and weave will be the same as the trousers.
5. Uniform Pants Specs (Model Numbers are subject to manufacturer's change):

a. **Officers Class A**

Flying Cross LAPD Navy trousers:

- Model # Men's -38200
- Model # Women's -38200W

Officers Class B

5.11 Midnight Navy PDU trousers:

- Model # Men's 74326 (w/ cargo pockets) or 74338 (w/o cargo pockets)
- Model # Women's 64306 (w/ cargo pockets) 64304 (w/o cargo pockets)

b. **Sergeants Class A**

Flying Cross LAPD Navy trousers:

- Model # Men's -38200
- Model # Women's -38200W

Sergeants Class B

Flying Cross LAPD Navy trousers:

- Model # Men's – 3900 or TR070 (stretch waist band) or 39900 (cargo pockets)
- Model # Men's – Cross FX elite FX67400-86 (hidden cargo pockets) or FX67300-86 (cargo pockets)
- Model # Women's – 3900W or TR070W (stretch waist band) or 39900W (cargo pockets)
- Model # Women's - Cross FX elite FX67400-86W (hidden cargo pockets) or FX67300-86 (cargo pockets)

c. **Lieutenants Class A**

Flying Cross Dark Navy trousers:

- Model # Men's -38200

- Model # Women's – 38200W

Lieutenants Class B

Flying Cross LAPD Navy trousers (w/o braid):

- Model # Men's – 3900 or TR070 (stretch waist band)
- Model # Women's – 3900W or TR070W (stretch waist band)
-

d. Majors through the Chief Class A

Flying Cross Dark Navy trousers:

- Model # Men's – 38200
- Model # Women's – 38200

Majors through the Chief Class B

Flying Cross Dark Navy trousers:

- Model # Men's – 3900 or TR070 (stretch waist band)
- Model # Women's – 3900W or TR070W (stretch waist band)

G. Shoes

1. Black low quarter or mid ankle type shoes.
2. The toe will be plain from the bottom of the shoelaces to the tip of the rounded toe.
3. The shoes will be of a military, police or police athletic oxford type, no running, cross training or other athletic shoes will be permitted.
4. There will be no less than four eyelets on each side for lacing.
5. The material of the shoe will be black with no patterns.
6. All surfaces will be highly polished to the ability of the material at all times.

H. Boots

1. Specified the same as shoes. Zippers are permissible if they are the laced in type and black in color, or side zippered. There will be no more than ten eyelets on each side for lacing. Non-eyelet lacing systems such as D-rings, speed laces, BOA closure system, etc. are permissible.
2. The toe of the boot will be plain.
3. All surfaces will be highly polished to the ability of the material at all times.

I. Outer Coats

1. All personnel will wear the authorized Flying cross Model 79901 GTX (black) Public Safety Jacket outer shell and or Flying Cross Model 54101 (black) Soft Shell jacket.
 - a. The embroidered badge will be placed over the badge tab.
 - b. The embroidered nametape will be placed:
 1. Centered with the vertical chest zip pocket on the Soft Shell Jacket. (See illustration #5)
 2. Centered 1-1/4" above the edge of the ventilation flap on the Public Safety Jacket. (See illustration #6)
 3. Centered directly above the horizontal seam on the chest of the Dutyguard HT Pullover. (See

illustration #7)

- c. The Dayton Police shoulder patch will be sewn on each sleeve, by all ranks, centered approximately 1/2 inch below the shoulder seam.
2. Sergeant through Chief will also display their rank device on the shoulders of the coat centered on the epaulette from front to back and 3/4 inch from the shoulder seam. (See illustration #2)
3. Leather coats are authorized only for personnel assigned to the Motorcycle Unit while performing their duties and will be worn in a similar manner as the authorized outer coat.

J. Blouses

All personnel will wear the regulation blouse when specified. The departmental badge, nameplate, Dayton Police shoulder patch and Sergeant's Chevrons will be worn in the prescribed manner. Lieutenant through Chief will display their rank device on the shoulders of the blouse centered on the epaulette from front to back and 3/4 inch from the shoulder seam. (See illustration #2)

1. Sergeant through Chief - The blouse will have a black nylon braid sewn on to the lower portion of each sleeve four inches from the bottom of the sleeve in the prescribed manner. The braid will be of a similar fabric and weave as the blouse and will be 1 inch wide.
2. Lieutenant through Chief - The firearm and holster will be worn underneath the blouse.
3. Officers and Sergeants will wear the gun belt with minimal authorized equipment over the blouse.
4. Sworn personnel with blouses are to maintain their current seniority (Sworn time with the Dayton Police Department in Five Year increments) designation on the **left**, lower sleeve, centered on the sleeve four inches from the bottom. For Sergeants and above, the bottom of the stars are located at the top of the braid.
 - Cloth Star - Five years seniority

K. Raincoat

1. Reversible black/fluorescent yellow NASCO 80 Series 30" length rain jacket.
2. No emblems, rank insignia or badges are to be worn on the raincoat.

L. Leather Gear

1. Officers must use the department issued Safariland ALS (Automatic Locking System) 6360 holster for their duty weapon. For off-duty or plain-clothes carry, the holster must be of a style approved by the range staff. (General Order 1.08-1).
2. Uniformed personnel that utilize the gun belt will wear only a black smooth leather (no Clarino or Patent Leather) belt with a plain silver colored buckle for officers and a plain gold colored buckle for Sergeant through Chief.
 - a. Personnel may exercise the option of wearing the approved nylon gun belt and authorized equipment while wearing the **Class B uniform only**.
 - b. Personnel have the option of purchasing and wearing a Velcro leather or laminate gun belt that has no buckle provided it can support the authorized duty holster.
3. Magazine pouches must also be of a smooth black leather material with or without exposed snaps.
4. All exposed snaps on authorized equipment will be silver colored for officers and gold colored for Sergeant through Chief and will be highly polished at all times
5. Authorized equipment for the Duty belt: Holster and firearm, magazine pouch, handcuff case, ASP,

rechargeable metal flashlight, O.C. spray, hobble restraint, disposable glove pouch, radio pouch, TASER and holster.

6. ALL leather gear will be maintained in good condition, free of any deep scratches or gouges that reveal the natural leather color and will be highly polished at all times.

M. Cold Weather Apparel

1. Scarves, earmuffs and gloves must be black in color. Scarves can be no more than 36" in length.
2. Personnel have the option of wearing a turtleneck/dickey with full or mock collar with the Class B uniform long-sleeve shirt in lieu of a tie.
 - a. The turtleneck shirt will be Navy Blue Officer and Sergeant and White for Lieutenant through Chief.
 - b. The following are approved:
 - Flying Cross Model #52586/57500 full or #52686/57600 mock (LAPD Navy Blue)
 - Flying Cross Model #52500 full or #52600 mock (White)
 - Flying Cross Dickey Model #52086/57200 full or #52186/57000 mock (LAPD Navy Blue)
 - c. Officers through Chief will have "DPD" in ½" letters embroidered on the left side of the turtleneck. Embroidery will be White for Officers and #1024 Gold for Sergeant through Chief.
3. "Wooly Pully" type black wool sweaters may be worn as the outermost garment by all ranks provided that it has appropriate sleeve patches and embroidered badge on the left chest and embroidered name on the right chest.

N. Helmets

1. All members assigned to Motorcycle and Bicycle Patrol duties will wear the issue helmet.
2. During a riot, strike situation or any civil disturbance, ALL sworn personnel will have their issued Kevlar helmet w/ face shield available and wear it upon direction by a commanding officer or at the outset of overt violence.

P. Traffic Vest

1. Officers were issued ANSI Standard 207-2006 High Visibility yellow safety vests to use when working traffic assignments.
2. Officers will be required to wear the vests or issued Nasco 80 Series rain jacket with the high visibility/reflective side facing outwards when working outside of their vehicle on I-75, US-35 and SR-4 on traffic assignments (excluding short term traffic stops), officers are also required to wear these vests when working outside their vehicles directing traffic on any traffic post for any length of time on surface streets to help maintain high visibility.

Rank Insignia

1. Chief – Gold eagle
2. Assistant Chief – Silver oakleaf
3. Major – Gold oakleaf
4. Lieutenant – Single gold bar
5. Sergeant – Cloth blue, white and black triple chevron or gold triple chevron tab

III. SPECIAL AUTHORIZED INSIGNIA

- A. Sworn personnel assigned specialized duties are authorized to wear their unit's distinctive insignia on their uniform. The insignia will be worn centered 1/8th inch above the nametag or 1/8th inch above the VPFT Award

if the officer has one. The insignia will be worn on all uniforms, except police overcoats and raincoats. (See Illustration #3)

- B. Memorial Crew Pins are authorized for personnel that worked in the Division at the time the Memorial Pin was authorized. That pin will be worn ½ - inch from the top and ½ - inch from the left edge on the left side of the right pocket flap on all uniforms, except police overcoats and raincoats. (See Illustration #3)
- C. VPFT Award will be worn centered on the right 1/8 – inch above the nametag with the top ray of the star(s) pointing upwards. (See Illustration #3)
- D. FBI National Academy Award – ribbon may be worn centered 1/8th inch above the nametag or 1/8th inch above the VPFT Award if the officer has one.
- E. Sworn personnel that are currently serving in the armed forces or have been honorably discharged are authorized to wear a military designator on their Class A and Class B uniform shirt. The designator will consist of a 1-3/8" x 3/8" clutch back ribbon which will be worn centered horizontally on the right pocket flap and centered 3/4" below the top seam.

The authorized designators will be a gold "Blackington" brand ribbon in the following model numbers:

A11173	Army
A11173A	USAF
A11173B	Navy
A11173C	USMC
A11173D	USCG

Personnel wearing the military designator will be required approval from their immediate supervisor via a DD214 or Military ID as proof of service. (See Illustration #3)

- F. Sworn personnel may wear the authorized City Service pin ½ inch from the edge and centered on the right side of the right pocket flap of all uniforms, except police overcoats and raincoats.

IV. MEDAL OF VALOR

Sworn personnel who have been awarded the Medal of Valor are authorized to wear the **RIBBON/BAR** with the shirt and blouse. The ribbon is **NOT** to be worn on the raincoat or outer coat/leather jacket.

- A. The RIBBON is to be worn on the **LEFT** pocket, centered on the pocket flap, with the top of the ribbon 1/8-inch below the top of the flap and the blue end (old style) facing the center of the uniform. If the officer has been awarded the Blue Heart Award as well, the Medal of Valor will be worn underneath the Blue Heart Award. (See illustration #4)
- B. The MEDAL, when worn on a Class "A" uniform is placed in the same location. (The ribbon is **not** worn when the medal is in place.)

V. BLUE HEART AWARD

Sworn personnel who have been awarded the Blue Heart Award are authorized to wear the **RIBBON/BAR** with the shirt and blouse. The ribbon is **NOT** to be worn on the raincoat or outer coat/leather jacket.

- A. The RIBBON is to be worn on the **LEFT** pocket, centered on the pocket flap, with the top of the ribbon 1/8-inch below the top of the flap. If the officer has been awarded the Medal of Valor as well, the Blue Heart Award will be worn above the Medal of Valor. (See illustration #4)
- B. The MEDAL, when worn on a Class "A" uniform is placed in the same location. (The ribbon is **not** worn when the medal is in place.)

VI. RESTRICTIONS

- A. Necklace - **NOT** exposed in any fashion.
- B. Earrings - No gauged earrings are permitted. Females may wear conservative, clip-on or pierced earrings. The earrings will not be larger than ½" in diameter and extend no further than ¼" below the ear lobe. There will be **NO more** than 2 earrings worn per ear. Males **NOT** in uniform may wear one pierced stud-type earring in either earlobe that is not larger than ½" in diameter.
- C. Rings - **NO more** than a combined total of three rings on **both** hands.
- D. Body Piercings – No body piercing can be worn where they will be visible to the public.
- E. Fingernails – Nail colors must be a natural or neutral color and will not be extravagant or draw undue attention. Fingernail length and style must not interfere with the use and operation of issue equipment.
- F. Tattoos – Any visible tattoo that is deemed offensive, profane, or objectionable shall be covered while on-duty or while performing any police-related function. Facial and/or neck tattoos are prohibited on all sworn officers. The Chief of Police or their designee is the final authority for determining if a visible tattoo is offensive, profane or objectionable.

PART TWO - NON-SWORN EMPLOYEES AND SWORN EMPLOYEES ASSIGNED IN PLAIN CLOTHES

I. FEMALE EMPLOYEES

A. Plain-Clothes Dress – General Provisions

Sworn personnel assigned to duties, which do not require the wearing of the uniform of the day, shall wear appropriate plain-clothes attire or Business Casual as defined in Section E below if approved by Division Commander. Business Casual is not appropriate for public appearances and/or formal presentations. At all times, the attire should be in good repair and demonstrate a high level of professional standard.

1. Female sworn personnel shall be dressed in business attire of a suit consisting of:
 - a. A jacket over a dress.
 - b. A jacket and skirt with a blouse/sweater.
 - c. A jacket and pants with a blouse/sweater.
2. Sworn plain-clothes personnel on assignment within a building may remove their jacket.
3. If this apparel is inconsistent with the nature of the assignment (i.e., Property Room personnel, Narcotics Bureau, etc.), the exception must be approved by the Division Commander.
4. If wearing a firearm in plain view, the badge/identification must also be displayed in plain view. The service weapon shall be concealed at all times when in a public place other than a police facility.

B. Court Appearances

1. All plain-clothes sworn personnel appearing in court shall be dressed as stated above or they may wear the uniform of the day. If the court appearance is only a pre-trial conference, Business Casual as defined in Section E below is acceptable.
 - Specialized uniforms will not be permitted unless that officer is on duty in that uniform at the time (specialized uniforms appropriate for court must have uniform pants and a uniform shirt (BDU, Class B, etc.) – no t-shirts are permitted). All other personnel that leave training to go to court will be dressed in appropriate court attire.
2. The Court Sergeant is responsible for enforcing the dress code and taking proper action when violations occur.

C. Restricted Attire

1. No dresses or skirts higher than three inches above the top of the kneecap WHEN STANDING. No shorts of any type.
2. No transparent, "see-through" or "cut-out" outer garments which make undergarments visible underneath.
3. No strapless or off the shoulder garments worn alone as the outer garment.
4. No outer garments worn alone, more than three inches below the neck in the back. The front neckline should not be so low as to expose cleavage or other portions of the breasts WHEN STANDING. Outer garments that expose any part of the flesh between the appropriate neckline and mid-thigh are also prohibited.

Example: Backless dresses, halters, midriffs, skirts with splits higher than mid-thigh.

5. No blue-jean or denim material clothing, non-sworn personnel may wear coordinated blue-jean or denim outfits that are not faded or fringed in any way.
6. No tight fitting leggings will be worn alone as dress pants.

D. Academy Attire

1. Sworn Personnel – Court attire, Business Casual or Class B uniform of the day (**Body armor does not have to be worn for classroom assignment but must be worn on the indoor and outdoor firearms ranges during live fire exercises at all times regardless of uniform**).
2. If a unit's uniform of the day does not fit these guidelines and that employee is attending academy for less than a full duty day, they may wear their unit's uniform of the day (i.e. plainclothes assignments).
3. Additional modifications to this dress code due to specialized training or unusual conditions at the Academy will be addressed from the Academy staff via E-mail or in the course description.

E. Business Casual

This attire will consist of casual trousers (no jeans or cargo pants) and casual shoes (no athletic shoes) and a blouse, polo type or dress shirt. Non-sworn employees may also wear this attire. At all times, the attire should be in good repair and demonstrate a high level of professional standard.

II. **MALE EMPLOYEES**

A. Plain Clothes Dress – General Provisions

Sworn personnel assigned to duties, which do not require the wearing of the uniform of the day, shall wear appropriate plain-clothes attire.

1. Male sworn personnel shall be dressed in business attire of a suit or sport coat, pants, dress shirt and a necktie or Business Casual as defined in Section D below if approved by Division Commander. Business Casual is not appropriate for public appearances and/or formal presentations. At all times, the attire should be in good repair and demonstrate a high level of professional standard.
2. Sworn plain-clothes personnel on assignment within a building may remove their jacket.
3. If this apparel is inconsistent with the nature of the assignment (i.e., Property Room personnel, Narcotics Bureau, etc.), the exception must be approved by the Division Commander.
4. If wearing a firearm in plain view, the badge/identification must also be displayed in plain view. The service weapon shall be concealed at all times when in a public place other than a police facility.

B. Court Appearances

1. All plain-clothes sworn personnel appearing in court shall be dressed as stated above or they may wear the uniform of the day. If the court appearance is only a pre-trial conference, Business Casual as defined in Section E below is acceptable.
 - Specialized uniforms will not be permitted unless that officer is on duty in that uniform at the time (specialized uniforms appropriate for court must have a uniform pants and a uniform shirt (BDU, Class B, etc.) – no t-shirts are permitted). All other personnel that leave training to go to court will be dressed in appropriate court attire.
2. The Court Sergeant is responsible for enforcing the dress code and taking proper action when violations occur.

C. Academy Attire

1. Sworn Personnel – Court attire, Business Casual or Class B uniform of the day (**Body armor does not have to be worn for classroom assignment but must be worn on the indoor and outdoor firearms ranges during live fire exercises at all times regardless of uniform**).
2. If a unit's uniform of the day does not fit these guidelines and that employee is attending academy for less than a full duty day, they may wear their unit's uniform of the day (i.e. plainclothes assignments).
3. Additional modifications to this dress code due to specialized training or unusual conditions at the Academy will be addressed from the Academy staff via E-mail or in the course description.

D. Business Casual

1. This attire will consist of casual trousers (no jeans or cargo pants) and casual shoes (no athletic shoes) and a polo type or dress shirt with or without a tie. Non-sworn male employees may also wear this attire or a shirt and tie with no sports coat or jacket. At all times, the attire should be in good repair and demonstrate a high level of professionalism.

PART THREE - POLICE EMPLOYEE IDENTIFICATION BADGES

Identification badges are considered a part of one's attire when not in uniform and on-duty. Identification badges are laminated in plastic and equipped with a plastic strap and metal clip to affix the badge to clothing or a neck lanyard may be worn. These badges bear an employee's **PICTURE, NAME, RANK, PHYSICAL DESCRIPTION, ASSIGNMENT** (Section/Bureau), **BADGE/NUMBER**, and **SIGNATURE**. The Chief of Police also countersigns the identification badge.

PART FOUR - HAIR STANDARDS

Every member of the Department should voluntarily participate in good grooming practices that will create and maintain a highly respectable image for themselves, their fellow members, and the police profession. Hair should be neat, clean, and trimmed to present a well-groomed appearance.

Many hairstyles are acceptable as long as they meet the following criteria:

I. MALE EMPLOYEES

- A. Hair length, bulk and style will not be excessive or present an unkempt or extreme appearance. The color must be a natural color and the style will not be extravagant or draw undue attention.
- B. Hair will be tapered and not exceed 1-1/4 inches in bulk, regardless of length.
- C. Hair on the sides of the head may touch, but not cover, any portion of the outside surface of the ear.
- D. The hair will be maintained at least one inch above the eyebrows, and not visible with any headgear.

- E. When the employee stands, his hair will not touch the collar, except for closely cut hair at the back of the neck. A so-called "block-cut" (fullness) in the back is permitted in moderate degree.
- F. Sideburns will be kept neatly trimmed and will not extend beyond the lowest part of the ear. They will end with a clean-shaven horizontal line. The (bottom of the sideburn) will not exceed the width of the main portion of the sideburn by more than $\frac{1}{4}$ ".
- G. Mustaches will be kept clean and neatly trimmed. The mustache may extend downward onto the upper lip but no more than half of the upper lip will be covered by the mustache. The mustache will not extend beyond the corners of the mouth more than $\frac{1}{2}$ ", nor extend downward on the sides lower than a line parallel to the bottom of the lower lip. Turned-up mustaches are not permitted.
- H. Goatees, beards, braids and ponytails are not permitted.
 - 1. Employees who have a documented medical skin condition (Pseudo Folliculitis Barbae) may wear a short, neatly trimmed beard, not to exceed $\frac{1}{4}$ " in length (*Special designs, custom trims, goatees or other styles cut into or using facial hair is prohibited*).
 - 2. Written permission from the Chief of Police **must** be obtained **prior** to the wearing of a beard for medical reasons. Requests must be submitted by special report. The special must have attached a properly completed Employee Medical Certification form (S-69) describing the medical condition, the ADA Medical Certification form and the Disability Accommodation Request Form. These forms are found in HR Policy 1.08).
 - 3. The request for the policy variation must be recertified on an S-69 form by a health care provider every six months as a chronic condition. Failure to obtain recertification will terminate the variance of the policy.
 - 4. Male civilian employees not assigned in uniform may wear conservative style beards. Facial hair must be neatly trimmed and not exceed $\frac{1}{2}$ " in length at any given point on the face or chin. Beards may not be worn more than one inch below the jaw line. Beards may not exceed $\frac{1}{4}$ " in thickness.

II. FEMALE EMPLOYEES ASSIGNED IN UNIFORM

- A. Hair will be kept styled to present a professional appearance. The color will be a natural color and the hairstyle must be such that it is not extravagant or draw undue attention.
- B. Hair will not exceed 1-1/4 inches in bulk, regardless of length.
- C. When the employee stands, her hair will not touch or extend below the top of the shirt collar. She will wear her hair in an upward sweep or bun, so that the hair does not touch the collar unless it is cut close to the back of the neck.
- D. The hair will be at least one inch above the eyebrows, and not visible when wearing headgear. In all cases, when wearing police headgear, the bulk, length, and style of hair will not interfere with the proper wearing of the headgear.
- E. When in uniform, hair clasps or barrettes will correspond with hair color.
- F. Hair on the side of the head will be worn so that it does not affect the individual's peripheral vision.
- G. Braids and ponytails are not permitted unless they form a bun. Pigtails are not permitted.

III. WORKING UNDERCOVER ASSIGNMENTS

Individuals working undercover may deviate, when warranted, from the hair and clothing standards contained within this order. The Division Commander of the employee's unit will give permission for deviation. The employee's supervisor will control the extent of deviation. A uniform will not be worn, on regular or special duty, until the hair again complies with the standards.

PART FIVE - BODY ARMOR**I. WEARING OF THE PERSONAL BODY ARMOR**

Each officer and supervisor assigned in uniform to the Patrol Operations Divisions and personnel assigned to the Investigations and Administrative Support Division conducting enforcement operations or other personnel in a uniformed enforcement assignment (e.g. overtime), will be required to wear their issued body armor.

- A. Exceptions to wearing body armor would be special assignments or situations where the presence of a vest might compromise an undercover officer's identity.
- Detectives who are issued the Undercover Level IIA vest will utilize this vest while on non-enforcement actions such as; surveillance details, C.I. contacts, and citizen contacts while still in undercover capacity. This is not an all-inclusive list. The exception to wearing body armor listed in part I.A. of General Order 1.02 section V still applies to detectives engaged in undercover operations where the presence of any vest might compromise the undercover officer's identity.
 - The Level IIA vest will not take the place of wearing the Level IIIA vest during enforcement actions such as; search warrants, buy-busts and rescue team backup for undercover operations.
- B. Other sworn personnel not assigned a cruiser will ensure that their protective vest is immediately available in the event of an emergency.
- C. All personnel that are qualifying or any other non-departmental or non-sworn personnel that are on any of the firearms ranges during a qualification or training session are required to wear body armor anytime live fire exercises are being conducted.
- D. Personnel are authorized to wear the following outer garment ballistic vest covers until December 31, 2020. Beginning January 1, 2021, personnel must wear body armor in either the covert carrier (worn under the uniform), or the Load Bearing Vest option.

The following models are approved until December 31, 2020:

Second Chance Model DN607 Officers-midnight navy/Sergeants-LAPD navy/ Lieutenants-white

PACA Model TAC 08 with THOR Shield Officers-midnight navy/Sergeants-LAPD navy/ Lieutenants-white

Survival Armor CS-Dress Vest <http://survivalarmor.com/product/cs-dress-vest/> (lighter weight for occasional use) Officers-midnight navy/Sergeants-LAPD navy/ Lieutenants-white

DUSC <http://survivalarmor.com/products/class-a-dusc/> (everyday wear) Officers-midnight navy/Sergeants-LAPD navy/ Lieutenants-white

Flying Cross Aeroshell Advanced Armor Cover <http://fc-innovations.com/HybridAreoshell.html> Officers-midnight navy/Sergeants-LAPD navy/ Lieutenants-white

Officers wishing to wear the outer garment vest carrier will utilize their current ballistic panels. The outer carrier is authorized to be worn over the class "B" uniform shirt.

- E. Load Bearing Vests: This will be the only exterior, overt carrier model authorized to be worn after December 31, 2020. It can be worn effective immediately:

Survival Armor Front Opening RAID MOLLE <https://survivalarmor.com/products/front-opening-raid-MOLLE-2/>

1. The following Dayton-specific modifications must be made to the LBV by the manufacturer or vendor:

- a. Back of carrier:

1. A total Velcro area on the upper back to measure 6"Hx12"W.
 2. 2 rows of MOLLE on the lower/bottom back.
 3. A 2" Velcro strip on the inside of the back drag handle in order to hold the drag handle flush with the back of the vest but allow fingers to then access it to fully extend it.
- b. Side of carrier
 1. MOLLE on both sides.
- c. Front of carrier
 1. Full MOLLE – no sewn on pouches
2. All personnel will wear LBV in black fabric.
3. The following identification will be worn on the LBV:
 - a. Identification patches will be of "heat fused" fabrication with a hook / loop backing. Lettering will be white for officers and gold for sergeants and above.
 - b. Issued metal badge will be worn on the badge tab on the left chest
 - c. Officers name tape will be placed on the right chest
 - d. "POLICE" identification tape will be worn on the left chest under the badge
 - e. Identification patch on the back will have "DAYTON POLICE" spelled out in 2-inch letters in two lines of text.
4. Authorized equipment for the LBV:
 - a. ASP and holder
 - b. Flashlight and holder
 - c. Handcuff cases
 - d. OC Spray
 - e. Hobble restraint
 - f. Disposable glove pouch
 - g. Radio pouch
 - h. Taser and holster
 - i. Tourniquet and holder
5. Equipment pouches will be constructed of black-colored material. Equipment pouches worn on the LBV are to be attached to the vest with MOLLE attachment systems.
 - Officers wearing the LBV must wear their duty holster and pistol magazine pouches on their duty belt.
 - Only Taser holsters authorized by the Range staff may be used to attach the Taser to the LBV. Taser will be worn in a cross-draw position to prevent confusion with duty firearms.

- Quick-release MOLLE attachments are authorized if approved by the Range staff.
- No modified pouches or attaching pouches with cord, zip-ties, or similar is authorized.
- Knives will not be visibly attached to the LBV.

II. CARE OF BODY ARMOR

Each officer will strictly follow the manufacturer's instructions regarding care, maintenance and cleaning of the Body Armor, understanding that improper care will seriously impair the ballistic qualities. Hand washing with mild detergent is generally recommended. Resulting **damage from improper care or loss will be the officer's responsibility**. Any damage or loss to this property will be reported immediately to a supervisor.

III. INSPECTIONS

The Range Supervisor will inspect the Body Armor annually for fit, any signs of wear or damage.

IV. ADDITIONAL BODY ARMOR

The Training Academy will maintain a sufficient quantity of Body Armor for temporary issuance to officers assigned to operational duties as required.

PART SIX – LOST/DAMAGED EQUIPMENT

When an employee is found liable for reimbursing the City of Dayton for lost / damaged city property (See R.O.C. 3.8), that employee will be required to submit a check made payable to the City of Dayton **and a special report** to their Division Superintendent within thirty (30) calendar days of a Finding of Guilty. The Division Commander will forward both to the Fiscal Management Supervisor.

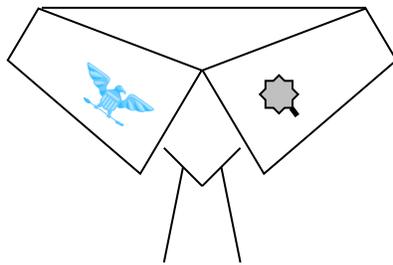
The special report will contain a brief synopsis of the property being reimbursed and will contain the following:

“Check # _____ is attached for the reimbursement of (reason for reimbursement) in accordance with the findings issued in case # _____”.

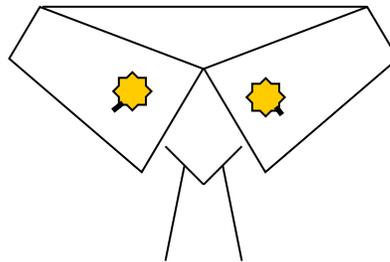
The check must be made out to the City of Dayton and “Police Department” will be written in the memo section.

PART SEVEN – ILLUSTRATIONS

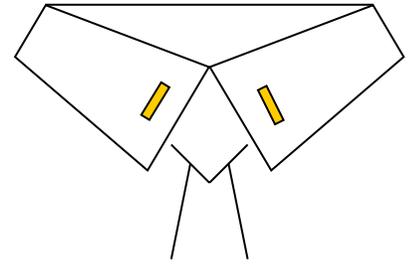
Illustration #1



Chief/ Assistant Chief
(Gold) (Silver)

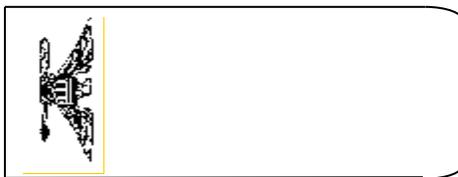


Major
(Gold)

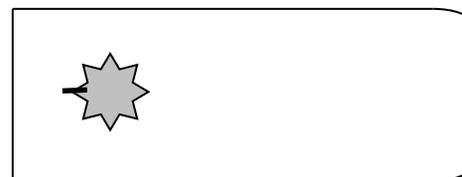


Lieutenant
(Gold)

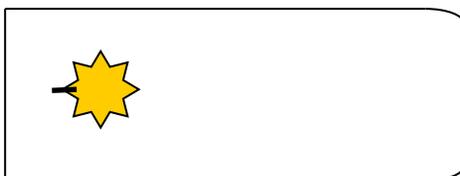
Illustration #2



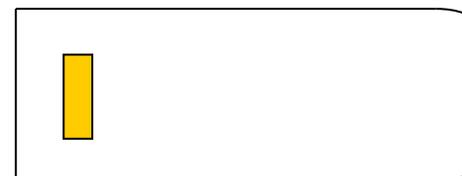
Chief (Gold)



Assistant Chief (Silver)



Major (Gold)



Lieutenant (Gold)



Sergeant (Gold) – Outer Coats Only

Illustration #3

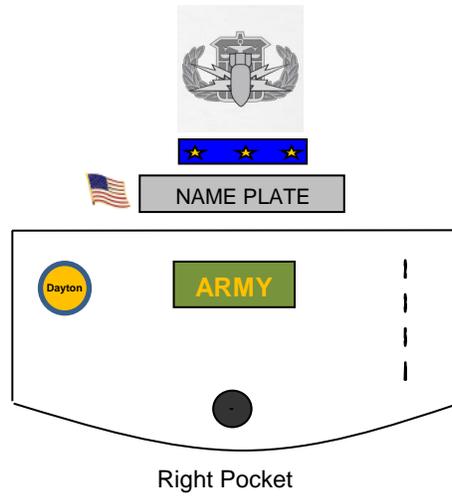
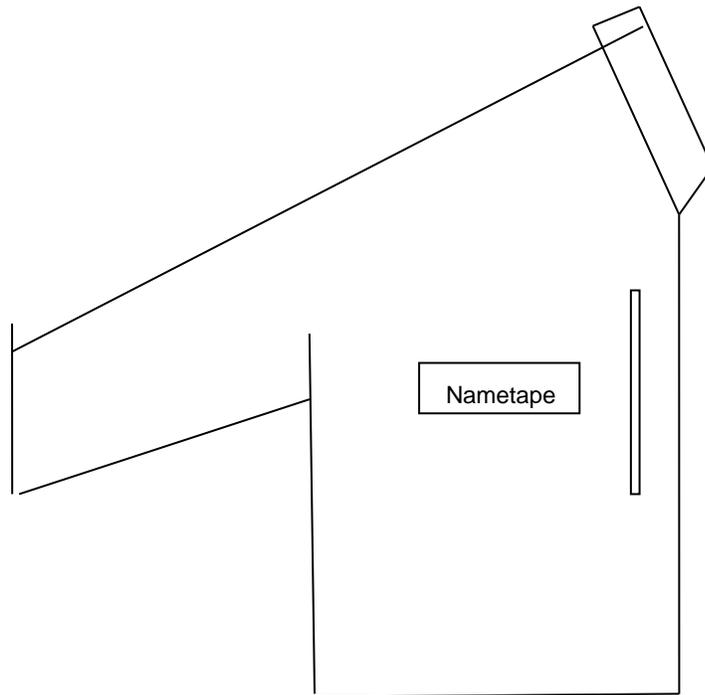


Illustration #4

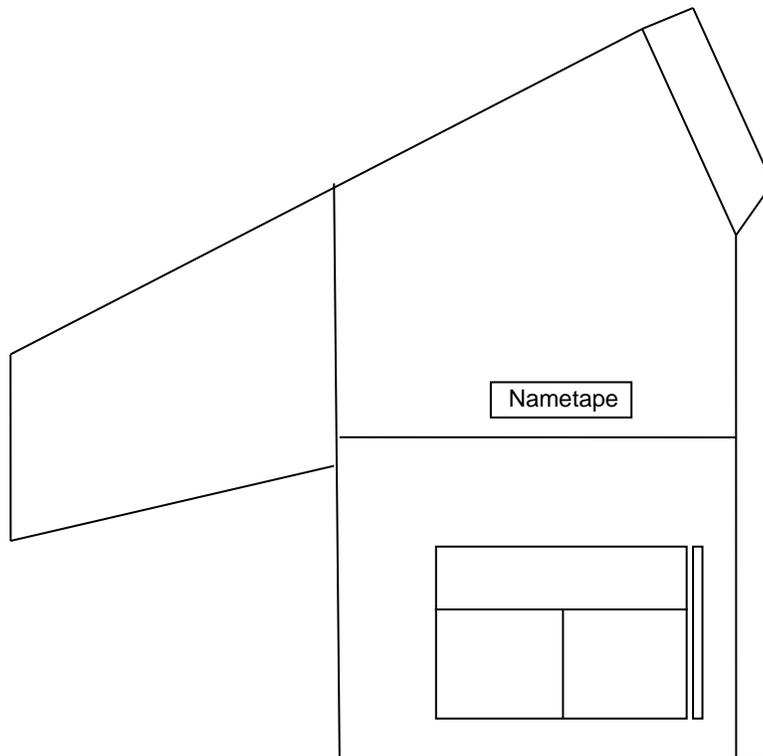


Illustration #5



Centered in line with vertical zip pocket

Illustration #6



Centered 1-1/4" above ventilation flap