

## RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Jason Soto /s/		
Approving Deputy Chief: Thomas Robinson /s/		
General Order No: E-205-05	Issued: December 11, 2007	Revised: June 30, 2018
General Order Title: <b>CODE OF APPEARANCE</b>		

### I. POLICY

The Reno Police Department recognizes that the dress and appearance of its employees directly impacts the image it projects to the community. As such it is the policy of the Reno Police Department to ensure its employees present a neat, clean, professional appearance while on duty. Employees will wear only those articles of uniform, clothing, and accessories authorized by the Chief of Police.

### II. DEFINITIONS

**Body Modification** – Changes made to the natural body including, but not limited to, tongue splitting or piercing; the complete or trans-dermal implantation of any material other than hair replacement; any abnormal shaping of the ears, eyes, nose or teeth.

**Branding** – Intentional burning of skin for the purpose of creating a design, form, figure or art.

**Field Activities** – Assignments and/or tasks that place or could reasonably be expected to place employees in situations where they would be required to act in other than an administrative or support capacity.

**Piercing** – Wearing an object, jewelry, or ornamentation in a hole in the body or skin.

**Scarification** – Intentional cutting of skin to create a design, form, figure or art.

**Tattoo** – A permanent mark or design on the body made by pigment introduced in the skin.

**Uniform Committee** – A board of Reno Police Department employees, falling under the Administration Division that reviews proposed changes to this general order and the Uniform Manual. The Uniform Committee consists of one assigned sergeant who acts as the Chair, the Supply Technician, one lieutenant, five officers and two non-sworn employees.

**Uniform Manual** – The list of departmentally approved uniform items. This list is maintained and updated by the Uniform Committee and is available on the department's intranet.

### III. PROCEDURES

**A. Employee Responsibilities** – All employees, regardless of rank or assignment shall practice good personal hygiene and grooming. While on duty, employees must at all times be neat and clean; their clothes will be clean and neatly pressed, their hair neatly cut and they will be clean-shaven. Uniformed personnel will be clothed in conformity with the uniform of the day and rules and regulations. Employees may adopt a non-conventional mode of dress and grooming only if

authorized by the Chief/designee, due to any special requirements of their assignment.

Employees will only wear a uniform or carry equipment that is authorized per General Order, Training Bulletin and/or the Uniform Manual.

Whenever an employee discovers a piece of equipment is missing, they will direct a memo to their supervisor describing the circumstances surrounding the item in question.

Uniformed personnel will review the Uniform Manual on a regular basis to ensure their uniform and equipment is in compliance.

**B. Supervisor's Responsibilities** – In addition to adhering to the requirements of this general order and the Uniform Manual, supervisors are also responsible for: ensuring that employees comply with this general order; conducting inspections of department issued equipment when directed. The division/unit Lieutenant will be responsible for ensuring the inventory sheets are completed and turned in to the Supply Technician who will update the department's inventory.

**C. Maintenance and Replacement of Uniforms and Equipment** – Employees are responsible for the care and maintenance of their uniforms and equipment. Additionally, officers are responsible for keeping their uniforms and equipment in secure locations at all times.

Employees must keep vehicles locked when equipment is left in them. Motor officers must take equipment with them to secure it, or keep it in locked saddle bags. Loss of equipment due to negligence may result in disciplinary action.

Employees will be reimbursed for loss or damage to uniforms and/or equipment, in accordance with their collective bargaining agreement.

**D. Changes to Code of Appearance and/or Uniform Manual** – Employees that seek a change to the Uniform Manual or this general order will submit their request to the Uniform Committee. The Uniform Committee will submit proposed changes and their recommendations to the Chief/designee for final review and approval/disapproval.

#### **IV. PROCEDURES UPON SEPARATION**

**A. Employee's Responsibilities** – upon separation from employment, it is the employee's responsibility to turn all departmentally issued equipment and property into to his or her supervisor. In the event the employee purchased any badges and unless the Chief/designee approves otherwise, those too must be turned in to the supervisor and the city will reimburse the employee for the cost. Employees may only retain their Department-issued uniform, leather gear, and/or badges upon authorization from the Chief/designee.

Retired employees may attend functions in which the Department officially participates dressed in the uniform of the day. These retired employees will be required to abide by all current Department policies regarding the wearing of the Department uniform, including current grooming standards. Expenses for uniform maintenance and/or uniform changes will be at the retired employee's expense. Retired employees attending functions in uniform will at no time take official police action.

**B. Supervisor's Responsibilities** – in order to ensure a separating employee turns in all

departmentally issued equipment, the supervisor shall:

1. Obtain the employee's inventory from the Supply Technician.
2. Inform the employee that they must return all badges and any departmentally issued equipment, property, uniforms, etc. and facilitate that transaction.
3. Notify the separating employee that the final paycheck will not be issued until all of the above items are turned.
4. Take possession of all items and return them to the Supply Technician.
5. Create a list of employee-purchased items that have been turned in and facilitate reimbursement for the employee.
6. In the event the employee does not return all items, notify the employee's chain of command, make note in the employee's personnel file and consider criminal charges and or civil proceedings.

## **V. AUTHORIZATIONS**

### **A. Male Personnel**

**1. Hair** – Will be worn in conservative styles no longer than the top of the shirt collar at the back of the neck when standing, not extend more than one and one-half inches (1 and ½ inches) from the sides of the head, and no longer than to the middle of the ear. Hair will not present a ragged, unkempt or outrageous appearance. Hair will be neat, clean, trimmed, and present a well-groomed appearance. Male non-sworn personnel who are not uniformed and who have little or no public contact may have hair longer than designated above, provided it is kept neat and clean.

a) Extreme hairstyles, e.g., "Mohawk" style, pattern shaving, pattern streaking, etc., or styles that give a windblown, shaggy, choppy, ragged, or unkempt appearance will not be worn. Disputes, misunderstandings, or questions of interpretation will be resolved by the Department's Uniform Committee.

b) If hair dyes, tints, or bleaches are used on the hair, the dye/tint color will be limited to a natural color, e.g., auburn, black, blond, brown, etc.

c) Wigs or hairpieces may be worn, but must conform to the preceding standards for hair.

**2. Sideburns** – Are permitted so long as they do not extend past the bottom of the ear lobe. Sideburns will not connect with the mustache, extend past the lower edge of the ear lobe, be any wider than one inch (1") at the bottom, or be conspicuous in manner and styling. Sideburns will be neatly trimmed, rectangular in shape, and not excessively heavy or bushy.

**3. Facial hair** – Will be restricted to a neatly-trimmed mustache; otherwise the face will be clean-shaven. Mustaches may extend one-half inch (1/2") below and beyond the corner of the mouth, but will not hang over the upper lip. Mustaches will not be waxed, twisted, or excessively heavy or bushy.

Facial hair not conforming with this General Order, including but not limited to full or partial beards and goatees, are prohibited for both sworn and non-sworn employees.

**4. Jewelry** – When worn, will be of a conservative nature. Jewelry of a design that

would be offensive to the general public, or bring discredit to the Department or City will not be worn. Jewelry that can be used against or could incapacitate an employee, e.g., bulky bracelets, numerous or large rings, etc., will not be worn by uniformed employees. Male employees in uniform are prohibited from wearing an earring or earrings. Medical ID bracelets or necklaces are allowed. Employees will not be reimbursed for any loss of or damage to jewelry (except for Medical ID bracelets or necklaces) during working hours.

## **B. Female Personnel**

**1. Hair** – Uniformed female employees' hair will not extend below the bottom of the ear on the sides nor longer than the cross seam on the back of the uniform shirt when standing with the head in a normal posture. If the hair is longer than described, or if the hair is long enough at any point on the head to be able to be blown into the eyes, nose, or mouth areas of the face, it must be worn up and/or back in a neat fashion and securely fastened. Bangs are allowed to the eyebrow in length. Hair may not protrude outward from the scalp more than two inches (2") from the top of the head or more than one and one-half inches (1 ½") from the sides or back of the head. Hair will be neatly trimmed, tapered or styled in such a way that it gives an overall even appearance and does not protrude abruptly from the sides or back of the head.

Uniformed females' hair will be worn in a fashion so as not to interfere with normal duties, peripheral vision, or the wearing of Department head gear. The wearing of protective head gear takes precedence over any hairstyle.

Non-uniformed female employees may arrange their hair in any manner that is consistent with current, conservative styles as long as it does not interfere with the performance of their duties.

Barrettes or hair ties may be worn to keep the hair in place, but will be plain, and black, navy blue, gold or brass in color. Only those items necessary to hold hair in place may be worn. Decorative accessories will not be worn.

Extreme hairstyles, e.g., "Mohawk" style, pattern shaving, pattern streaking, etc., or styles that give a windblown, shaggy, choppy, ragged, or unkempt appearance will not be worn. Disputes, misunderstandings, or questions of interpretation will be resolved by the Department's Uniform Committee.

If hair dyes, tints, or bleaches are used on the hair, the dye/tint color will be limited to a natural hair color, e.g., auburn, black, blond, brown, etc.

Wigs or hairpieces may be worn, but must conform to the preceding standards for hair.

**2. Cosmetics and Nail Polish** – If worn will be applied thinly and will be conservative and muted in style.

**3. Jewelry** – When worn, will be of a conservative nature. Jewelry of a design that would be offensive to the general public, or bring discredit to the Department or City will not be worn. Jewelry that can be used against or could incapacitate an employee, e.g., bulky bracelets, numerous or large rings, dangling earrings, etc., will not be worn by uniformed employees. Medical ID bracelets or necklaces are allowed. Employees will not be reimbursed for any loss of or damage to jewelry (except for Medical ID bracelets

or necklaces) during working hours.

Uniformed female personnel will wear no more than one earring in each ear while on duty. These must be of the stud type not exceeding one-quarter inch (1/4") in diameter. Hoop and dangling styles are prohibited.

**C. Tattoos, Body Piercing, Branding or any other Body Modification** – are permitted so long as they are not visible on the head, face, neck or hands. Employees, while at work, may be directed by the Chief, to cover any of the above areas of the body not otherwise prohibited that may distract from a professional appearance or interfere with the functions and mission of the department.

**D. Non-Uniform Attire** – While wearing plainclothes or civilian attire, employees shall wear clothing that conforms to traditional business and professional appearance. Deputy Chiefs may exempt employees under their command from the described business attire when they are on special assignment, working in an undercover capacity, or when a special need exists, or when the employees' public contact is restricted by the nature of the assignment.

**E. Weapons** – Plainclothes officers will conceal weapons from public view when in public areas outside a law enforcement facility unless the situation justifies a need to expose the weapon. An officer's secondary weapon, if carried, will be completely concealed at all times. Plainclothes officers will carry a Department-approved intermediary weapon (chemical agent, straight baton, Taser, or collapsible baton) while on duty. All weapons shall be carried in departmentally carried holsters and/or pouches.

**F. Plainclothes Officer Identification** – Plainclothes officers, regardless of rank or assignment will have a departmentally authorized uniform jacket or body armor carrier with badge, patches and/or markings, readily available for use. The jacket or vest will be donned whenever the officer is involved in an incident where positive identification as a police officer is required.

**G. Attire for Court Appearances** - Employees are individually responsible for representing the Department in a professional manner while attending court trials, hearings or otherwise providing testimony. Employees who do not wear a Department-issued uniform to court must comply with the following clothing guidelines:

**1. Municipal Court Appearances** – dressing as required for duty is appropriate in Municipal Court. T-shirts, shorts, and sandals are not acceptable.

**2. Justice, District, or Federal Court Appearances** – Employees appearing in Justice, District, or Federal Court settings shall dress professionally. A uniform with tie is always acceptable, as is a suit, or a coat and tie. T-shirts, shorts, and sandals are not acceptable.

**H. Uniforms** – Any uniform of the Reno Police Department will only be worn while on duty and during functions specifically authorized by the Chief/designee. Uniformed personnel appearing in public will be dressed in the complete and appropriate uniform of the day, including duty-belt. No part of a uniform may be worn separately.

Employees are permitted to travel to and from work or approved function while in uniform, however, employees are not permitted to wear the uniform if they elect to travel on a personal motorcycle, bicycle, or any comparable method with any part of the identifiable uniform

exposed. This prohibition is intended to prevent confusion in the mind of the public as to the duty status of uniformed personnel.

Uniforms, equipment and clothing will be maintained in a clean, serviceable condition. Patches will not be used to cover holes unless the patch or repair is small and inconspicuous. Uniforms will be neatly pressed, with leather, badge and brass items shined. Buttons on uniform shirts will be buttoned with the exception of the collar button, unless a tie is worn which requires the collar button to be fastened.

When in uniform, the regulation badge will be worn on the outermost garment, and the police identification card will be carried.

**I. Uniformed Attendance at Outside Functions** – Employees will not attend public meetings or assemblies of any kind, nor participate in any political function, or attend any personal business while in uniform, unless in an on-duty status and specifically authorized by the Chief/designee.

**J. Appearance in Commercial Photos or Videos in Uniform** – Employees will not pose for non-work-related photographs or videos intended for commercial purposes, and/or are of an obvious sexual or discriminatory nature, and/or would bring discredit to the Department or to the City of Reno.

**K. Wearing Eyewear While in Uniform** – Frames and lenses shall be conservative in style. Multi-colored frames, multi-colored lenses, oversized frames and oversized lenses aren't permitted. Eyewear shall not distract the wearer, be offensive to the public, or bring discredit to the department.

**L. Body Armor** – The Reno Police Department issues body armor to uniformed personnel that complies with protective and related requirements prescribed under current standards of the National Institute of Justice. Body armor that is worn or damaged shall be replaced. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice and as provided for in the Collective Bargaining Agreement.

**1. Use of Body Armor** – Uniformed personnel shall only wear departmentally approved body armor. Body armor shall be worn whenever engaged in assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in an enforcement rather than administrative or support capacities, unless exempt as follows:

- a) When a physician determines that the employee has a medical condition that would preclude wearing body armor;
- b) When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor; or
- c) When the department determines that circumstances make it inappropriate to mandate wearing body armor.

**2. Care, Maintenance and Replacement of Body Armor** – As poor care, dirt and perspiration may erode ballistic panels, it is the wearer's responsibility to, in accordance with the manufacturer's instructions:

- a) Routinely inspect personal body armor for signs of damage.
- b) Clean body armor.
- c) Properly store, maintain and care for body armor.

Reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the Supply Technician.