

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: Steve Pitts /s/		
Approving Deputy Chief:		
General Order No: E-205-05	Issued: December 11, 2007	Revised: May 14, 2014
General Order Title: CODE OF APPEARANCE		

POLICY

Employees will present a neat, clean, professional appearance while on duty, recognizing the fact that their appearance greatly enhances the image of the Police Department. Employees will wear only those articles of uniform, clothing, and accessories authorized by the Chief of Police. The following Department regulations apply to all personnel.

DEFINITION

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

Piercing – act of creating a hole in part of the body for the purpose of inserting an object, jewelry, or ornamentation.

Scarification - act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.

Tattoo - Permanent mark or design made on the body by pigment introduced through ruptures in the skin.

Uniform Committee – This Committee consists of sworn and non-sworn employees of the Department. The chain of command for the Uniform Committee will be the Committee, sergeant, lieutenant, deputy chiefs, and then the Chief of Police. Proposed changes to this General Order must be submitted to the Uniform Committee via the employee's chain of command.

PROCEDURES

Employees are expected to practice good personal hygiene and grooming. All Department personnel, while on duty, must at all times be neat and clean; clothes will be clean and neatly pressed, hair neatly cut, clean-shaven, mustaches neatly trimmed, and clothed in conformity

with the uniform of the day and rules and regulations. When authorized by their supervisor, due to any special requirements of their assignment, employees may adopt a non-conventional mode of dress and grooming.

Supervisors are responsible for ensuring that employees under their command maintain a neat and professional appearance.

Male Personnel

Hair

Males' 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 ½") 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.

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 color, e.g., auburn, black, blond, brown, etc.

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

Sideburns are allowed to extend to 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.

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.

Full or partial beards, or other facial hair not falling within the criteria of this General Order are not authorized for uniformed personnel, either sworn or non-sworn, but may be permitted in accordance with exceptions mentioned in this General Order, including, for the purposes of undercover operations, when these restrictions can be waived for both men and women, by a deputy chief with the approval of the Chief of Police/designee.

Jewelry

Jewelry worn while in uniform 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.

Female Personnel

Hair

Unless granted by the division commander for special assignments, 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 and 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.

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.

Cosmetics

Cosmetics and nail polish, if worn, will be applied thinly and will be conservative and muted in style.

Jewelry

Jewelry worn while in uniform 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.

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.

Employees will not be reimbursed for any loss of or damage to jewelry during working hours.

Medical ID bracelets or necklaces are allowed.

Tattoos, Body Piercing, Branding or any other Body Modification

Tattoos, piercings, brandings or other body modifications of the head, face, neck or hands are prohibited. This does not include jewelry as defined and identified in the Female Personnel section of this directive. Body modification includes, but is not limited to:

- Tongue splitting or piercing.
- The complete or transdermal implantation of any material other than hair replacement.
- Abnormal shaping of the ears, eyes, nose or teeth.
- Branding or scarification.

Employees, while at work, may be directed to cover tattoos on areas of the body not prohibited above that distract from their professional appearance or interfere with the functions and mission of the department. The Chief of Police has the ultimate authority to direct any employee to cover any tattoo.

Employee Attire

Employees, both civilian and sworn, whose duty assignment requires wearing civilian attire will present an appearance that engenders public confidence and acceptance. Such attire should conform to traditional business and professional appearance. Clothing must be neat and clean at all times.

Appropriate clothing for sworn employees not in uniform will consist of currently acceptable business attire.

Female employees working in civilian clothes 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.

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.

Weapons

Plainclothes officers should 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.

The primary weapon must be carried in a holster that has been approved by the Department's Uniform Committee. At no time will an officer carry a weapon in his/her waistband unholstered.

Plainclothes Officer Identification

Plainclothes officers, regardless of duty assignment, will have a Reno Police Department uniform jacket with current patches readily available for use. The jacket will be worn with the Reno Police Department badge attached when the officer is involved in an incident where positive identification as a police officer is required.

Clothing Attire for Court Appearances

Employees are individually responsible for representing the Department in a professional manner. Employees who do not wear a Department-issued uniform to court must comply with the following clothing guidelines:

Municipal Court Appearances

Employees appearing in a Municipal Court setting are expected to be neatly groomed. Semi-casual attire is the minimum appearance standard. A uniform is always acceptable, as are a suit, coat and tie, or business attire. T-shirts, shorts, and sandals are not acceptable.

Justice, District, or Federal Court Appearances

Employees appearing in Justice, District, or Federal Court settings are expected to be neatly groomed. Business attire is the minimum appearance standard. A uniform is always acceptable, as is a suit, or a coat and tie. T-shirts, shorts, and sandals are not acceptable.

Uniforms – General

Any uniform of the Reno Police Department will only be worn while on official duty and during functions specifically authorized by the Department. When employees appear in public they will be dressed in the complete and appropriate uniform, to include a complete duty-belt appropriate to their assignment. No part of a uniform that would identify an employee as police personnel may be worn separately. Exceptions may be made by an employee's division commander when required for a special assignment outside of routine patrol and/or when immediate identification of the employee as police personnel is required.

Employees are permitted to travel to and from their tour-of-duty or Department-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. The intent of this policy is to prevent confusion in the mind of the public as to the on- or off-duty status of employees in uniform.

Personnel will practice good grooming habits when on duty. Uniforms, equipment and clothing will be maintained in a clean, serviceable condition. Patched uniforms will not be worn 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 as directed in this General Order, and the police identification card will be carried.

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.

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.

Wearing Sunglasses While in Uniform

Sunglasses will be conservative in style. Mirror lenses, continental-style, or multi-colored sunglasses are prohibited.

Approved Uniform Items

Uniformed personnel will not wear or carry items that are not approved by the Department's Uniform Committee, Chief of Police and deputy chiefs, on file with the Department storekeeper, the current contract uniform vendor, or other uniform vendor.

Employees wishing a uniform change/addition will submit their request, via the Uniform Committee, that will be presented to executive staff for final review and approval/disapproval. The Uniform Committee will maintain a list of approved uniform items. This list will be made available to all personnel via the RPD computer system. It is each employee's responsibility to review that list on a regular basis and ensure that their equipment conforms to the current approved equipment list.

All department uniform changes or alterations, including those worn for assignments falling outside of the scope of routine patrol, will be presented to the Uniform Committee. The Uniform Committee will present their recommendation to the C.O.P. or his designee for final approval.

Maintenance and Replacement of Uniforms and Equipment

Officers 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.

Officers 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.

Officers will be reimbursed for legitimate loss or damage to uniforms and/or equipment. This does not include normal wear and tear nor loss or damage due to employee negligence. Officers requesting reimbursement of either uniforms or equipment will fill out the Uniform Replacement Request Form located on the J Drive.

Department issued equipment will be inventoried bi-annually. The division/unit Lieutenant will be responsible for ensuring the inventory sheets are completed and turned into the supply department. All missing and/or lost equipment will be documented through a memo to the person's direct supervisor describing the circumstances surrounding the item in question.

Body Armor

Issuance of Body Armor

All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice. All officers shall be issued agency-approved body armor. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

Use of Body Armor

Officers shall wear only agency-approved body armor. Body armor shall be worn by officers while engaged in field activities unless exempt as follows:

- a. When a physician determines that an officer 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.

Field Activities are defined as duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capacities.

Care, Maintenance and Replacement of Body Armor

Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness. As dirt and perspiration may erode ballistic panels, each officer shall be

responsible for cleaning personal body armor in accordance with the manufacturer's instructions.

Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function. 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.

Employee Termination

When an employee terminates employment with the City of Reno, it is the responsibility of the employee's immediate supervisor to instruct the employee to turn in all of his/her Department-issued equipment/property.

Any equipment purchased by the employee, such as any badges, will be turned back in to the Department and the City will reimburse the terminating employee.

A final paycheck will not be issued to the terminating employee unless all City-issued equipment/property is returned.

In the event that any former employee fails to turn in all of his/her Department-issued equipment/property, the City will place a notation in the employee's permanent personnel file, recommend a no-rehire status, and consider criminal as well as civil proceedings against the former employee.

Employee Retirement

Uniformed employees retiring from the Department may apply to the Chief of Police to retain their Department-issued uniform, leather gear, and/or badge.

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.