

EAST LANSING POLICE DEPARTMENT

POLICY AND PROCEDURE

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CHIEF OF POLICE:



21.1 PURPOSE

To provide standards for the wearing of department issued uniforms, work appropriate attire and related police equipment.

21.2 WEARING THE UNIFORM

- A. When on duty, uniformed members shall wear their uniforms, clothing and equipment in accordance to the provisions of this policy.
- B. Permission to deviate from the uniform of the day may be granted by the Patrol Division Lieutenant or his/her designee for specific occasions or special events.
- C. On-duty Sworn officers shall wear their department issued bullet proof vest while they are in uniform and engaged in patrol or field operations.

21.3 UNIFORM CLASSIFICATIONS

A. Class A Uniform

1. The Class A uniform is the dress uniform worn by sworn personnel for ceremonies or special occasions that consists of the following:
 - a. Navy Garrison cap
 - b. Navy long-sleeve uniform shirt
 - c. Police Badge
 - d. Whistle Chain
 - e. Special Unit identification - as authorized in 21.8, E (1)
 - f. Name Bar (larger size than that worn on Class B uniform).
 - g. Department Awards
 - h. Tie with tie clip (Velcro issued ties)
 - i. Duty Belt (complete)
 - j. Navy uniform trousers
 - k. Highly polished footwear
 - l. White gloves

m. Epaulets

2. The Class A uniform shall be worn only under the following circumstances:
 - a. When representing the department at a funeral or memorial service.
 - b. When attending a recognition ceremony.
 - c. When giving a formal presentation or speech.
 - d. When attending a formal event as determined by your Division or Bureau supervisor.
 - e. At other times as directed or approved by the Chief of Police.
3. If the occasion to wear the Class A uniform as specified above is for a duration less than an entire shift, the officer shall wear the Class B uniform for the balance of their shift.
4. The Chief of Police (or designee) can direct and / or deviate from the above (#1) as it pertains to the wearing of the Class A Uniform.

B. Class B Uniform

1. The Class B uniform is the utility uniform typically worn by personnel for general patrol that consists of the following:
 - a. Black, crew/round neck t-shirt (undershirt)
 - b. Navy Blue long or short sleeve uniform shirt (seasonal)
 - c. Police Badge
 - d. Special Unit identification
 - e. Name Bar
 - f. Duty Belt (complete)
 - g. Navy Blue uniform trousers
 - h. Approved black footwear

Additional Class B Uniform Attire:

- i. Garrison hat (optional)
 - j. Patrol stocking cap, as needed
 - k. Department issued ball cap (optional)
 - l. Patrol mock turtle neck (Black), as needed
 - m. Patrol fleece jacket (navy blue), as needed
 - n. Patrol jacket (navy blue), as needed
 - o. Patrol rain jacket (high visibility yellow), as needed
 - p. Patrol rain pants (navy blue), as needed
 - q. Black gloves, as needed/seasonal
 - r. Approved black footwear
2. Due to the variance of weather in the State of Michigan; Sworn Personnel assigned to the Patrol Division are allowed to choose (and decide) if they'd prefer to wear long-sleeve or short-sleeve Class B uniforms. The date / time of year does not matter as it pertains to the Patrol Division and which Class B uniform is worn.
3. It is permissible for some Patrol Division personnel to be in short-sleeve Class B uniforms while others could be in long-sleeve Class B uniforms at the same time.

4. For all other (Non-Patrol Division) Sworn personnel (who generally work in a climate controlled environment such as the Detective Bureau), your expected attire is to be professional in nature. Generally, for male employee's, the expected professional attire would be a collared shirt, dress pants, with appropriate footwear. The Bureau Supervisor and/or Direct Supervisor has discretion in this matter. They may deviate from the aforementioned professional attire based on other variables, such as (but not limited to): meetings, assigned tasks, someone representing our agency at a function/event, and the weather. Business Casual would be deemed the appropriate short-sleeve / warm weather attire should the supervisor deem this appropriate.

For further explanation on professional attire, see page 9 and page 10 of this policy where it addresses what a male and female Sworn personnel shall wear to Court, Liquor Control Hearings, or other Administrative hearings.

Males: Section G (1) (a,c,d,e,f,g)

Females: Section G (2) (a,b,c,d,e)

C: Summer Patrol Uniform

1. The Summer Patrol Uniform is authorized for wear by sworn members and PACE officers of the police department working in a Patrol function
2. The Summer Patrol Uniform is only authorized for wear between the dates of June 1 and August 31. Additionally, the on-duty supervisor may limit the number of officers authorized to wear the Summer Patrol Uniform during any given operational period.
3. The Summer Patrol Uniform is authorized for individual purchase from the Lansing Uniform Company. The East Lansing Police Department does not purchase/issue this uniform to employees.
4. The Summer Patrol Uniform shall consist of the following:
 - a. 5.11 Tactical brand Bike Patrol Polo (blue/black). The Polo shirt shall have ELPD shoulder patches on each sleeve, soft badge patch on the left chest, and the employees' last name direct embroidered to right chest. The shirt shall not have a 'POLICE' patch across the back.
 - b. PACE Officers shall wear the 5.11 Tactical brand Performance Polo, silver/tan
 - c. 5.11 Tactical brand Patrol short, black
 - d. Black under t-shirt
 - e. Duty belt (complete)
 - f. All black socks
 - g. All black low top shoes

D. Class C Uniform

1. The Class C uniform may be worn as deemed appropriate by the Police Administration. The Police Administration will also determine the amount of uniforms and type(s) of shirt each person is to receive based upon the person's current assignment. The Class C uniform will also be provided to many other members of the department who have been identified by Police Administration as needing a Class C, based on the persons' current assignment(s). If you're representing the department in an official capacity and expected to "respond to calls",

then you should be in your Class B uniform. If you're representing the department in an official capacity and attending a function, event, training, or meeting, you're expected to wear your issued Class C uniform (examples: National Night Out, Neighborhood Watch Event/Meeting, Training, CRC Intern Event/Meeting). Class C uniforms are also acceptable attire for Informal Hearings at District Court. The Class C Uniform is described as follows:

- a. Department issued navy blue polo shirt (long-sleeve and/or short-sleeve)
- b. Department issued khaki pants (belt included with pants)
- c. Department issued navy blue jacket (for Administrative Supervisors and High School SRO). Department issued fleece jacket can be substituted in place of this "issued navy blue jacket".
- d. Black shoes or black boots are to be worn with the Class C uniform.

*Deviations from the daily wearing of this uniform, by those mentioned above, may be authorized by your immediate supervisor(s).

*Moving forward, specialized units will be required to utilize the Class C uniform as their uniforms need to be replaced. Examples of these specialized units; Use of Force Team, Hostage Negotiator's, etc.

E Fatigue Uniform

The fatigue uniform is typically worn by personnel for "in-house" training and consists of the following:

- a. Patrol ball cap (optional)
- e. Patrol stocking cap, as needed
- f. Black, crew/round neck t-shirt (undershirt)
- g. Navy Blue fatigue blouse
- h. Duty Belt (complete)
- i. Navy Blue fatigue trousers (bloused)
- j. Black gloves, as needed/seasonal
- k. Black boots, shoes shall not be worn with the fatigue uniform unless authorized.

F Canine Handler Uniform

1. The Canine Handler Uniform is a specialized uniform worn only members of the K-9 Unit and consists of the following:

- l. K-9 Unit ball cap
- m. Patrol stocking cap as needed
- n. Black crew/round neck t-shirt (undershirt)
- o. Navy Blue K-9 fatigue blouse (with embroidered accoutrements)
- p. Duty belt (complete)
- q. Navy Blue K-9 fatigue trousers (bloused)
- r. Black boots
- s. Related K-9 handler accessories

2. Outer garments to be worn in accordance with the Class B uniform standards.

3. The Canine Handler uniform is only to be worn when working with their canine partner.

Bicycle Patrol Uniform is a specialized uniform worn only by certified bicycle patrol officers and consists of the following:

4. Only personnel actively assigned to bicycle patrol are authorized to wear the following bike patrol uniform and equipment:

Approved bicycle helmet
Approved protective eye wear
Black crew/round neck t-shirt (undershirt)
White or Navy Blue bicycle uniform shirt
Approved protective/bicycle gloves
Bicycle Patrol Jacket
Bicycle Patrol Pants
Bicycle Patrol Shorts
Black socks
Black bicycle shoes or tennis shoes

- a. The same color bicycle uniform shirt shall be worn by all personnel assigned to bike patrol when two or more are working together on the same shift or detail.
- b. The bicycle uniform is only to be worn when assigned to bicycle patrol. In the event a bike patrol officer dismounts their bicycle due to inclement weather or other unforeseen events, they are authorized to remain in their bike patrol uniform for the remainder of their shift/detail if they so desire.

- H. Other Specialized Uniforms: The East Lansing Police Department also has a variety of other specialized uniforms (SRT, Arson Investigator, CSI, etc.). These and any additional uniforms are to be worn as specified and approved by the Chief of Police.

- I. Civilian Clothing for Sworn Personnel

- a. Sworn personnel authorized to wear civilian clothing during their tour of duty shall wear apparel that is professional and conservative in nature.
- b. All sworn personnel transferred to a designated special assignment requiring civilian attire shall be issued an annual clothing allowance. The employee will be provided an initial \$500 clothing allowance at the beginning of the plain clothes assignment. Each consecutive year the employee will be provided a \$250 clothing allowance. This clothing allowance will cease at the termination of the employee's non-uniformed assignment.
- c. Sworn personnel transferred to a temporary light duty assignment shall remain in a Class B uniform when practical. The employee's direct supervisor will have the discretion to approve the wearing of a Class C uniform or Business Casual attire. If the use of a Class B or Class C uniform becomes unpractical due to the circumstances of the employee's temporary light duty status a \$250 clothing allowance may be approved by the Chief of Police dependent upon the circumstances at hand.
- d. Current City of East Lansing Finance Department rules will apply to the mechanism of reimbursement of all clothing allowances.

- e. Sworn personnel working in civilian attire shall have the following police equipment on their person while on duty:
 - i. Police Badge in holder
 - ii. Plain Clothes Holster

*The following are recommended items for personnel to consider:

1. Plain Clothes Handcuff/Magazine Pouch
2. Police Radio

- f. The Bureau Commander may prescribe the wearing of any type of apparel that may be needed to complete a particular assignment.
- g. Exceptions to this section must be authorized by the Chief of Police or designee.

21.4 HEADGEAR

- A. Only department issued headgear (garrison cap, ball cap and stocking cap) shall be worn. Department issued headgear shall be worn forward facing. Specialized units are granted permission to wear unit specific headgear as approved by the Chief of Police or designee.

21.5 FOOTWEAR

- A. All footwear shall be black in color with black laces and shall be neatly polished and maintained to remain as such, as needed or deemed appropriate by a supervisor.

21.6 GLOVES

- A. Black gloves are approved for wear as needed and/or appropriate for the situation/season. If gloves are worn, no visible logos or insignia of the manufacture are to be visible unless subdued by the manufacture. Gloves are not to be routinely worn with the Class B short-sleeve uniform.

21.7 SUNGLASSES

- A. Any sunglasses and/or protective eye wear worn while in uniform shall be professional in appearance at the discretion of your direct supervisor.

21.8 WEARING UNIFORM ACCOUTREMENTS

- A. Accoutrements: Uniform accoutrements are available in chrome or gold finishes and shall be issued and worn by rank as follows:
 1. Officers and Sergeants All Chrome Plated
 2. Lieutenants and above All Gold Plated
- B. Badge: Uniformed personnel shall wear their department issued breast badge through the eyelets provided on the uniform shirt or approved outer garment, whichever is the outer vestment worn at the time.

- C. **Name Bar:** The name bar shall only be worn on the Class A or B uniform shirt. The name bar shall be centered one-quarter inch above the right breast pocket. The name bar shall not be worn on any outer garments.
- D. **Tie Clasp:** The tie clasp shall be worn approximately one inch below the bottom edge of the pocket flaps on the Class A uniform shirt.
- E. **Special unit identification:** Special unit identification badges/accoutrements shall be issued to personnel after obtaining certain specified qualifications. Special unit identification pins shall be centered one-half inch above the name bar.

1. The following special unit identification badges have been approved for wear:
 - a. Field Training Officer
 - b. Special Response Team
 - c. Canine Unit
 - d. Crisis Intervention Team
 - e. Police Athletic League
 - f. Honor Guard

- F. Whistle Chain: The whistle chain shall be worn buttoned under the right epaulet of the Class A uniform shirt with the opposite end then being concealed in the right front breast pocket.

- G. Pens: Personnel may wear one or two pens in the pen slot provided on the left pocket flap of the Class B uniform shirt.
 1. It's recommended that the color of the pens and/or their pocket clips be black, or match the color of the department issued badge.
 2. Only the tops of the pens and their pocket clips may be exposed. The pen(s) shall otherwise be concealed within the pocket.
 3. Pens or pencils of any other color shall not be worn exposed.
 4. In place of one or both pens, personnel are authorized to wear a pen-style handcuff key with a black, chrome or gold pocket clip depending on the rank of the individual.

- H. Seniority Insignia (Stars and/or Hash Marks): Are not authorized for wear

- I. Collar Insignia: Sworn personnel sergeant rank and higher shall wear rank insignia on their collar.
 1. Uniformed Sergeants
 - a. Sergeants shall wear pin-on rank insignia on both collars of the Class A and Class B uniform shirt.
 - b. The insignia shall be centered on the collars, with the centerline of the insignia bisecting the points of the collar, one inch up from the collar point.

 2. Rank of Lieutenant and above
 - a. Those of the rank of Lieutenant or above shall wear pin-on rank insignia on both collars of the Class A and Class B uniform shirt.
 - b. The top edge of the barred insignia shall be parallel to the bottom edge of the shirt collar, one inch above the bottom of the shirt collar.
 - c. Other authorized insignia shall be worn in an orderly fashion.

- J. Arm Insignia
 1. Uniformed Sergeants
 - a. Sergeants shall wear sewn-on, three stripe chevrons on department issued Class A and Class B uniform shirts, the Patrol Fleece, and the Patrol Jacket.

K. Award Bar(s)

1. Department Award Bars shall only be worn on the Class A uniform in the following manner:
 - a. A Life Saving Award Bar shall be worn, centered below the badge with the top edge of the award being one-quarter inch below the top edge of the pocket flap.
 - b. A single Valor, Bravery, Merit, and Officer of the Year Award Bar shall be worn centered below badge with the top edge of the award being one-quarter inch below the top edge of the pocket flap.
 - c. Multiple Award Bars shall be worn in the same manner with the highest award bar nearest the center of the body.
 - d. If a second tier of awards is worn, it shall be worn directly below the first tier in the same manner.
 - e. The white portion of any Award Bar (in Valor it will be gold, in Officer of the Year it will be brown) shall be towards the outside of the body.
 - f. In the event of an Officer earning the same award more than once, the second and subsequent award shall be designated by the wearing of a silver star on the award bar. A gold star on a bar represents a fourth and subsequent award of that award.
 - g. In the event of an Officer being awarded the Purple Heart Award, it shall be designated by the wearing of the Purple Heart on the Award Bar for which it was awarded.

L. Duty Belt/Web Gear

1. Only department issued, black nylon web gear will be worn. Personnel are responsible for maintaining the professional appearance of their web gear.
2. Web gear shall consist of the following item(s):
 - a. Pistol Belt
 - b. Duty Holster
 - c. Double Magazine Pouch
 - d. Handcuff Case
 - e. Radio Holder
 - f. PCA Pouch
 - g. ASP Baton Scabbard
 - h. Latex Glove Pouch
 - i. Belt "Keepers" shall be worn to secure the pistol belt in place
 - j. Taser Holster (optional)
 - k. Flashlight Ring (optional)
 - l. Key Clip (optional)
 - m. Phone/Pager Case (optional)
3. All personnel shall have above listed items (a – i) on their web gear while on duty.

M. Locker room/Storage of Department and Personal Property

1. All department issued clothing, equipment and personal items should be secured in your assigned department issued locker. Any additional items shall be stored on top of your assigned locker in the department issued storage container. Items left outside of these two

storage vessels will be done so at the officer's own risk. The department will not be responsible for missing or damaged property that is not stored in accordance with this Policy and Procedure.

21.9 APPEARANCE

- A. The purpose of this section is to establish personal grooming standards for sworn officers. Department personnel shall maintain a neat, clean, well-groomed, and professional appearance. Department issued uniforms and equipment shall be maintained in a serviceable condition.
- B. All sworn personnel shall abide by the following hair and grooming standards, unless other standards are deemed necessary/approved by the Chief of Police.
- C. Hair: To maintain a professional appearance, reasonable hairstyles are required, taking into consideration uniformity, neatness and safety. The hair length, bulk or appearance shall not be excessive, ragged, shabby, bushy, unkempt or neglected.

Male Hair: Shall be neatly cut/trimmed, cleaned, and combed or brushed in such a manner as not to interfere with the normal wearing of department issued headgear.

- 1. Sideburns, or any hair worn in front of the ear, shall be neatly trimmed and tapered not extending below the lowest part of the exterior opening of the ear, not flared, of even width and ending with a clean shaven horizontal line.
- 2. The growing of beards or goatees of any description is prohibited, without permission from the Chief of Police.
- 3. Neatly trimmed mustaches are allowed provided the growth does not extend below the corner of the mouth or below the top of the upper lip.
- 4. Hair coloring (dyed hair), highlighting, etc. shall appear natural in color and look professional.

Female Hair: Shall be neatly cut/styled, cleaned, and combed or brushed in such a manner as not to interfere with the normal wearing of department issued headgear.

- 1. The hair length shall not interfere with the wearing of the department issued riot helmet or gas mask.
 - 2. The hair style shall maintain a professional appearance.
 - 3. Hair coloring (dyed hair), highlighting, etc. shall appear natural in color and look professional.
 - 4. No ribbons, bows, ornaments, or other objects shall be worn in the hair except for inconspicuous bobby pins or conservative barrettes which blend with the hair color and that look professional.
- D. Earrings: Male members of the department may not wear earrings unless approved by the Chief of Police. Female members of the department may wear non-dangling, post type earrings. No other types of earrings shall be worn.

- E. Body Piercings: With the exception of the earring standards listed above, no other form of body piercing may be visible to the public.
- F. The standards set forth above in this section do not apply to officers assigned to Tri-County Metro Narcotics Squad.
- G. Court Appearances, Liquor Control Hearing, or other Administrative Hearings:
 - 1. A male sworn officer shall be attired in one of the following while attending any such function:
 - a. Class B Uniform
 - b. Dress shirt and dress pants (not authorized for Circuit Court)
 - c. Dress shirt with tie and dress pants
 - d. Dress shirt with tie, dress pants and sport coat
 - e. Suit and tie
 - f. Appropriate footwear for above selection
 - g. A Class C Uniform may be worn for Informal Hearings at District Court
 - 2. A female sworn officer shall be attired in one of the following while attending any such function:
 - a. Class B Uniform
 - b. Dress shirt and dress slacks
 - c. Other professional business attire appropriate for such appearance
 - d. Appropriate footwear for above selection
 - e. A Class C Uniform may be worn for Informal Hearings at District Court
 - 3. Jeans, t-shirt, work boots, hiking boots, tennis shoes, etc. are not permitted for these appearances.

21.10 UNSERVICABLE/UNACCEPTABLE UNIFORMS AND EQUIPMENT

Any uniform apparel or related equipment determined to be unserviceable or unacceptable by your direct supervisor shall not be worn.

21.11 SUPPORT SERVICES DIVISION UNIFORMS AND APPEARANCE

A. Cadet Uniform

- 1. All Cadets will be issued two pairs of pants, two shirts, a belt and a name tag. Cadets are responsible for purchasing their own footwear. (See section below on requirements). Uniforms shall be clean in appearance and worn in a professional manner consistent with department standards. Shirts shall be tucked into the uniform pants and issued belts shall be worn at all times.
- 2. Cadets shall wear a black, crew/round neck t-shirt (undershirt) beneath their issued uniform shirt. No other color undershirt will be permitted.
- 3. All footwear shall be black in color with black laces and shall be neatly polished and maintained to remain as such, as needed or deemed appropriate by a supervisor.

4. Black socks shall be worn.
5. The name tag shall be centered one-quarter inch above the right breast pocket.
6. Pens: Cadets may wear one or two pens in the pen slot provided on the left pocket flap of their uniform shirt.
 - a. The color of the pens and/or their pocket clips shall be black.
 - b. Only the tops of the pens and their pocket clips may be exposed. The pen(s) shall otherwise be concealed within the pocket.
 - c. Pens or pencils of any other color shall not be worn exposed.

B. Cadet Hair and Appearance

1. Cadets shall maintain a neat, clean, well-groomed, and professional appearance.
2. All Cadets shall abide by the following hair and grooming standards, unless other standards are deemed necessary/approved by the Chief of Police.
3. Hair: To maintain a professional appearance, reasonable hairstyles are required, taking into consideration uniformity, neatness and safety. The hair length, bulk or appearance shall not be excessive, ragged, shabby, bushy, unkempt or neglected.
4. Male Hair: Shall be neatly cut/trimmed, cleaned, and combed or brushed
 - a. Sideburns, or any hair worn in front of the ear, shall be neatly trimmed and tapered not extending below the lowest part of the exterior opening of the ear, not flared, of even width and ending with a clean shaven horizontal line.
 - b. Facial hair is allowed, but must be neatly trimmed
 - c. Hair coloring (dyed hair), highlighting, etc. shall appear natural in color and look professional.
5. Female Hair: Shall be neatly cut/styled, cleaned, and combed or brushed.
 - a. Long Hair shall be pulled back and off the uniform collar.
 - b. The hair style shall maintain a professional appearance.
 - c. Hair coloring (dyed hair), highlighting, etc. shall appear natural in color and look professional.
 - d. No ribbons, bows, ornaments, or other objects shall be worn in the hair except for inconspicuous bobby pins or conservative barrettes which blend with the hair color and that look professional.

6. Earrings: Male Cadets may not wear earrings unless approved by the Chief of Police. Female Cadets may wear non-dangling, post type earrings. No other types of earrings shall be worn.
7. Body Piercings: With the exception of the earring standards listed above, no other form of body piercing may be visible to the public.

C. Jail Officer Uniform

1. All Jail Officers will be issued uniforms by the department. Uniforms will consist of department issued shirts, pants, badge, duty belt and web gear. Jail Officers are responsible for purchasing their own footwear. (See section below on requirements). Uniforms shall be clean in appearance and worn in a professional manner consistent with department standards. Shirts shall be tucked into the uniform pants and issued belts shall be worn at all times.
2. Jail Officers shall wear a black, crew/round neck t-shirt (undershirt) beneath their issued uniform shirt. No other color undershirt will be permitted.
3. All footwear shall be black in color with black laces and shall be neatly polished and maintained to remain as such, as needed or deemed appropriate by a supervisor.

B. Jail Officer Hair and Appearance

1. Jail Officers shall maintain a neat, clean, well-groomed, and professional appearance.
2. All Jail Officers shall abide by the following hair and grooming standards, unless other standards are deemed necessary/approved by the Chief of Police.
3. Hair: To maintain a professional appearance, reasonable hairstyles are required, taking into consideration uniformity, neatness and safety. The hair length, bulk or appearance shall not be excessive, ragged, shabby, bushy, unkempt or neglected.
4. Male Hair: Shall be neatly cut/trimmed, cleaned, and combed or brushed
 - a. Sideburns, or any hair worn in front of the ear, shall be neatly trimmed and tapered not extending below the lowest part of the exterior opening of the ear, not flared, of even width and ending with a clean shaven horizontal line.
 - b. Facial hair is allowed, but must be neatly trimmed
 - c. Hair coloring (dyed hair), highlighting, etc. shall appear natural in color and look professional.
5. Female Hair: Shall be neatly cut/styled, cleaned, and combed or brushed.
 - a. Long Hair shall be pulled back and off the uniform collar.
 - b. The hair style shall maintain a professional appearance.

- c. Hair coloring (dyed hair), highlighting, etc. shall appear natural in color and look professional.
 - d. No ribbons, bows, ornaments, or other objects shall be worn in the hair except for inconspicuous bobby pins or conservative barrettes which blend with the hair color and that look professional.
- 6. Earrings: Male Jail Officers may not wear earrings unless approved by the Chief of Police. Jail Officers may wear non-dangling, post type earrings. No other types of earrings shall be worn.
- 7. Body Piercings: With the exception of the earring standards listed above, no other form of body piercing may be visible to the public.