

**TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i>		<i>Directive</i> 2.13.1	
<i>Subject</i> Appearance					
<i>Reference</i>					
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<i>Pages</i> 1					

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to regulate the appearance of all employees of the Department.

SECTION 2 POLICY

It is the policy of the Department to establish reasonable standards of appearance as a condition of employment. Any employee wearing the Department uniform at any time shall be bound by these regulations, and it is every supervisor's responsibility to ensure that their subordinates are in compliance with these regulations.

SECTION 3 PROCEDURES

All sworn personnel of the Department shall maintain a regulation uniform, in accordance with these specifications. Employees shall wear only the prescribed regulation uniform, personal equipment, insignia of rank, buttons, or decorations, as approved by the department and outlined in this directive. Specifications of uniforms, personal equipment, accessories, and patches are subject to the approval of the Chief of Police. Uniforms will be kept neatly cleaned, pressed, and in good repair. Leather accessories shall be kept dyed and polished, metal parts shall be shined, and the Department-issued handgun and handcuffs shall be kept clean and in serviceable condition.

A. CLASS A UNIFORM

The Class A uniform or "dress" uniform shall be worn for formal ceremonies. The Class A uniform consists of uniform trousers, long sleeve uniform shirt, tie, tie bar, uniform hat with hat badge, and department award bars properly affixed to the shirt. The tie bar must match the silver or gold uniform buttons according to the employee's rank.

B. CLASS B UNIFORM

The Class B uniform shall be the standard attire for uniformed employees. The Class B uniform shall consist of uniform trousers and a long sleeve or short sleeve uniform shirt as decided by the employee, and a white T-shirt. Tie and hat are optional. Employees may wear a tie without a hat. Employees who wear a hat must also wear a tie. Department award bars are optional.

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C. CLASS C UNIFORM

The Class C uniform is a utility style uniform, which consists of BDU style trousers, BDU style shirt, and optional baseball style cap. This uniform is not to be worn for standard patrol duty. The Class C uniform may be worn for outdoor training or when approved by a supervisor for specialized assignments that make the utility uniform necessary due to the nature of the assignment.

D. PROPER WEARING OF UNIFORM

1. The uniform shirt of the department will be navy blue in color. Officers will be issued four short sleeve and four long sleeve shirts. Undershirts worn with an open collar short sleeve shirt or a v-neck shirt shall be white in color. Shirrtails will be worn tucked in at all times. Employees may wear a department issued dark navy or black turtleneck or mock turtleneck with long sleeve shirts during cold weather. The initials TPD shall be embroidered on the right side of the turtleneck or mock turtleneck.
2. When wearing the uniform, employees will be in full uniform, including all items that are designated as integral parts of the uniform. All uniform and accessories must be maintained in an acceptable condition.
3. Collar pins - Collar pins will not be worn except as noted below to designate the employee's rank.
4. Rank Insignia - The Chief will wear four gold stars on each collar. Employees holding the rank of Assistant Chief will wear two ½" gold stars on both collars ½ inch from the front edge of the collar centered between the neck line and the bottom edge of the collar. Employees holding the rank of Captain will wear ½" gold Captain bars (two gold bars) on both collars ½ inch from the front edge of the collar centered between the neck line and the bottom edge of the collar. Employees holding the rank of Lieutenant will wear one ½" bar on both collars ½ inch from the front edge of the collar centered between the neck line and the bottom edge of the collar. Employees holding the rank of Sergeant will wear embroidered chevrons approximately ¼" below the department issued shoulder patch with the single point up. All chevrons will be maroon and trimmed in gold.
5. Hash Marks - Hash marks will be maroon trimmed in gold and will be worn on the left sleeve. Employees will wear one hash mark for every five years of service as a certified law enforcement officer.
6. Buttons – All employees will wear metal "Texas" buttons on their uniform shirt. One button will be worn on each of the shoulder epaulets, and one button will be worn on each of the uniform shirt pockets. Patrol officers will wear silver buttons, and sergeants or higher will wear gold buttons.
7. Name Plates - Each employee, regardless of rank, will wear a departmental issued nameplate, centered ½ inch above the right shirt pocket seam. The nameplate will have the officer's last name only except in the case where two officers have the same last name, in which case a first initial or first name will be required. Officers holding the rank of sergeant or higher will wear gold, and the rank of patrolman will wear silver.
8. Department Shirt Badges - All sworn personnel, when in the Standard Duty Uniform, will wear their department badge, prominently displayed above the left shirt pocket.
9. All sworn personnel will wear the same color of badge.

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10. Trousers – All uniform pants will be navy blue. Officers will be issued four pairs of trousers.
11. Footwear - Footwear will be solid black in color. They must be clean, polished to a luster, and kept in serviceable condition. Proper and specified footwear will be issued to employees as needed. Officers must wear solid navy blue or black socks if the socks are visible.
12. Hats - The departmental issued hat will be of the round military style. The brim and base will be polished black. The wearing of these hats will be optional for standard duty assignments.
 - a. Patrolman will wear the appropriate hat badge with a silver band and silver buttons.
 - b. Officers holding the rank of sergeant and above will wear the appropriate hat badge with a gold band and gold buttons.
 - c. Officers are only authorized to wear baseball style caps during inclement weather or in conjunction with the Class C utility uniform during specialized assignments or outdoor training.
 - d. Winter headgear may consist of navy blue or black skull style hats or tight fitting toboggan with no visible logos or emblems. Female officers may wear a black winter headband designed to cover the ears.
13. Jackets - Rank insignia and shoulder patches will be worn in the same manner on jackets as is prescribed for uniform shirts. No collar brass will be worn on jackets. Only uniform jackets with the proper patches will be worn with the uniform.
14. Epaulette Loops – Special epaulette loops are authorized for officers to recognize their participation in select special assignments. Recruit officers will wear green epaulette loops throughout their field training assignment.

E. SHOULDER PATCHES

All employees shall display the standard departmental issued shoulder patches centered on both sleeves. Patches will be affixed to the sleeve approximately ½” below the shoulder seam of the shirt. Wearing of shirt and jacket patches is mandatory unless wearing a uniform designed not to have a patch, or approved by the Chief of Police.

F. WEARING OF RIBBONS AND MEDALS

Commendation ribbons and medals approved for wear by the department will be worn, centered, above the nameplate on the uniform shirt, no more than three across and three up, and will be worn in order of importance. No such insignia will be worn on jackets. The wearing of commendation ribbons and medals is optional for those officers who are recipients of such awards, while wearing the standard duty uniform and while assigned to standard duty assignments. The wearing of commendation ribbons and medals is mandatory for those officers who are recipients of such awards, while assigned to special functions or while wearing a class “A” uniform.

G. CIVILIAN DRESS CODE

The civilian dress code is designed to maintain the professional image of employees who, by assignment, do not wear uniforms but remain in contact with the public. Division commanders may

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allow their subordinates to deviate from this dress code only when their assignment specifically requires it.

H. PLAIN CLOTHES OFFICERS

1. Clothing worn in accordance with accepted business practices will include, but not be limited to:
 - a. Slacks, dress shirts (long or short sleeved), ties (excluding Bow ties), socks, shoes and appropriate head wear. Head wear must be appropriate to business dress attire and approved by Chief or his designee. Business or sports coats are optional unless required for a specific event or task.
 - b. Socks should coordinate with the pants. White socks are prohibited unless worn with boots in which the socks are hidden.
 - c. Footwear should be clean and polished, with heels and toes in good repair. Normal business shoes include slip-ons (loafers) or lace-ups. Boots are acceptable, provided they are in good taste and are fashionable.
 - d. Female business attire will include the previously mentioned clothing or non-revealing blouses, skirts, dresses and appropriate footwear.
 - e. If a sidearm is worn on the waist, the officers' department badge must be prominently displayed next to the sidearm.
3. The Chief of Police has the authority to allow a dress down day, generally described as casual business attire, for sworn officers assigned to non-uniform positions. This will consist of:
 - a. Shirts: Shirts may be pull over with a collar, or button up with a collar, and both short sleeves and long sleeves are acceptable. The color and style should be tasteful and professional.
 - b. Pants: Slacks are preferred and must be pressed and professional in appearance.
 - c. Socks and Footwear: Same parameters as business attire.
4. Plain clothes officers may wear a vest or jacket that readily identifies the wearer as a police officer during call-outs, specific assignments, or extra-duty assignments when appropriate.
5. Plain clothes sworn personnel are required to maintain at least one complete standard uniform at all times in case they are called upon for uniformed duties.
6. In certain instances, the Chief of Police may approve deviating from the appearance policy for assignments where the employee may need more flexibility in their appearance, i.e. narcotics, undercover and covert operations. In such cases, the Chief of Police (or his designee) may approve other attire or physical appearance changes that allow the employee to "blend in" with the targets or appear less likely to be a police officer to the casual observer.

I. COURT ATTIRE

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Officers attending court will be in Class A or Class B uniform or civilian clothes to include a shirt and a tie for male employees and appropriate business attire for female employees. Weapons are not allowed in federal court.

J. MALE EMPLOYEES

Male employees shall dress neatly and in good taste. They shall normally wear dress shirts, ties and slacks. Male employees are prohibited from wearing the following attire while on duty:

1. Tennis shoes, open toe shoes, or bare feet.
2. Sweatshirts or T-shirts.
3. Shorts or cutoffs.
4. Wind suits

K. FEMALE EMPLOYEES

Female employees shall dress neatly and in good taste. They may wear dresses, skirts or slacks and blouses or sweaters, or dressy shorts suits which are appropriate business attire. Bras shall be worn at all times. Female employees are prohibited from wearing the following attire while on duty:

1. Barebacked dresses.
2. Tank, halter, or tube tops, and see-through blouses or dresses.
3. Tennis shoes or bare feet.
4. Sweatshirts or T-shirts.
5. Shorts or cutoffs.
6. Wind suits.

L. PHYSICAL APPEARANCE

1. Employees shall maintain their physical appearance in accordance with good taste and professionalism. Hair shall not be dyed, colored, or styled in a manner which would draw undue attention to the employee. Female employees' makeup shall be tastefully applied. Male employees shall not appear for work needing a shave or haircut.
2. Employees hired on or after January 1, 2013, (sworn and non-sworn) when on duty will be required to cover, with the approved department uniform or civilian attire, tattoos, body art or brandings that measure more than six square inches, in aggregate. Employees hired prior to January 1, 2013, who choose to obtain, alter or add to existing tattoos, body art or brandings, after said date, will be held to the standard for those employees hired after January 1, 2013.
3. All employees, regardless of hire date, will be required to cover their tattoos, body art or brandings with the approved department uniform or civilian attire in the following situations:

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- a. Tattoos, body art or brandings that are visible and contain vulgar, hate or negative speech, including commonly considered profane words.
- b. Tattoos, body art or brandings that are visible and depict any form of nudity (male or female genitalia or breasts)
- c. Tattoos, body art or brandings that depicts any sexual act.

The approved department uniform or business casual clothing is the preferred method for covering tattoos or markings as described above; however, employees may choose to cover prohibited markings through the use of a flesh-colored bandage or wrap.

4. All employees are prohibited from obtaining tattoos, body art or branding that cover any portion of the face, head or neck visible while on duty. Additionally, an individual may be denied employment if such tattoos, body art or brandings are present.

M. HAIR LENGTH

1. Male employees shall wear their hair so as to present a groomed appearance. Hair will not extend past the collar at the back of the neck. Hair on the sides will not extend below the top of the ear and must be mildly tapered. Hair in the front will not extend below the middle of the forehead. Sideburns may extend no lower than the lowest tip of the employee's ear lobe. They shall be of a naturally even width and shall end with a clean shaven horizontal line.
2. Female employees shall wear their hair so as to present a groomed appearance. They shall not be restricted as to the length of their hair. However, if the hair extends below the bottom of the collar it shall be secured in a bun or ponytail. It shall not be allowed to hang into the employee's face, either in front or on the sides.

N. MUSTACHES AND BEARDS

Mustaches will not extend beyond the corner of the mouth on a horizontal line, nor below the corner of the mouth on a vertical line, nor below the top line of the upper lip. They shall be neatly trimmed at all times. Goatees and beards will not be permitted except by order of the Chief of Police.

O. JEWELRY

1. Female employees may wear earrings, provided they are small and tasteful in appearance. Male employees will not be permitted to wear any type of earring.
2. Employees in uniform are discouraged from wearing chains and necklaces due to the possibility that they could be lost or cause an injury during the performance of police activities.
3. Female employees assigned to civilian attire may deviate from these regulations with the approval of their division commander.

P. PERSONAL HYGIENE

Employees shall practice good personal hygiene at all times, including use of soap, water, and deodorant. Employees shall not report for work emitting an offensive body odor. A moderate amount of perfume or aftershave may be used.

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Q. APPROVED DEPARTMENT AWARDS/MEDALS

1. POLICE MEDAL OF HONOR

Shall be awarded to an officer who distinguishes himself by a conspicuous act and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of imminent danger to his personal safety, and acted above and beyond the call of duty at the risk of his life. The term "above and beyond the call of duty" disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

2. POLICE CROSS

Shall be awarded when an officer loses his life in the performance of duty under honorable circumstances. May be awarded in addition to any other award to which the officer may be entitled in making the supreme sacrifice. Shall be presented posthumously to the officer's immediate family.

3. POLICE MEDAL OF VALOR

Shall be awarded for exceptional bravery at imminent risk of serious bodily injury when an officer has demonstrated exceptional courage by performing a voluntary course of action in an extremely dangerous situation. The term "voluntary course of action" disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

4. MERITORIOUS CONDUCT

- a. Shall be awarded to an officer for performance of duty, above and beyond the normal course of duty, involving exemplary courage and risk to personal safety.
- b. May be awarded to an officer for meritorious service in a duty of greater responsibility, the duty reflecting excellence in performance and distinguishing the officer and the Department.

5. POLICE COMMENDATION

- a. Shall be awarded to an officer for exemplary performance of duties under unusual, complicated, or hazardous conditions.
- b. May be awarded to an officer for unparalleled contributions to law enforcement through the success of difficult police projects, programs or situations, such contributions being made in a highly professional degree of accomplishment.

6. LIFE SAVING

- a. Shall be awarded to all officers directly responsible for saving a human life. Documentation of supporting evidence, such as statements from physicians, supervisors and witnesses, must be included to substantiate a recommendation for this award.
- b. May be awarded when evidence indicates that actions by the officer(s) prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim might expire at a later date.

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- c. May be awarded in addition to the awarding of a higher award where the facts support the officer is entitled to such award.

7. POLICE PURPLE HEART

- a. Shall be awarded to an employee who is seriously injured in the line of duty due to assault. The injury must not be the result of, or concurrent with, any conduct which is less than acceptable by established standards.
- b. May be awarded to an employee who is seriously injured in the line of duty as a result of fire, explosion, or natural disaster.
- c. Falls on ice, motor vehicle accidents, and the like will not be considered unless evidence clearly indicates the employee had exhausted all reasonable safety precautions and had no control over the circumstances.

8. CERTIFICATE OF MERIT

- a. Shall be awarded to a commissioned officer for outstanding performance of duties. Officers shall receive the Certificate of Merit bar and certificate.
- b. May be awarded to a civilian employee for outstanding or superior performance of an assignment *over a prolonged period of time*. Such performance must be clearly defined as exceptional, placing the employee well above employees of equal rank or grade. Civilian employees shall receive a certificate.
- c. May be awarded, without the bar, to an officer from another law enforcement agency for outstanding performance while aiding, assisting, or working with an officer of the Department.
- d. May be awarded to a section of employees when the actions of the group as a whole meet the established criteria. One certificate will be awarded and will remain with the section. Individual employees will not receive a certificate or bar. However, an employee may be recommended separately for a Certificate of Merit based on individual merit.
- e. Shall not be awarded in conjunction with another award for the same service or deed.

9. CERTIFICATE OF CIVIC ACHIEVEMENT

Shall be awarded to an employee who brings favorable recognition to the Department through involvement in civic affairs while acting as a representative of the Department.

10. POLICE INSTRUCTOR

Shall be awarded to an officer who obtains instructor certification by completion of TCOLE requirements.

11. FIELD TRAINING OFFICER

Officers assigned as active Field Training Officers by the Operations Division Commander are required to wear an epaulette ribbon during the period of their assignment. The epaulette ribbon

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shall be returned to the division commander if the officer is transferred or promoted, or the assignment is rescinded. The award bar previously issued is no longer authorized.

12. OFFICER OF THE YEAR

- a. Shall be selected by majority vote of the Awards Committee.
- b. The Officer of the Year recipient will receive a plaque and a miniature badge, which will be presented at the annual officer appreciation luncheon sponsored by a local service club. The miniature badge may be worn as a tie tack when in uniform, or as a lapel pin when in civilian clothes.

13. MASTER PEACE OFFICER

Shall be awarded to an officer who obtains a Master Peace Officer proficiency certificate by completion of TCOLE requirements. Officers will wear the department approved Master Peace Officer bar, silver in color for officers and gold in color for supervisors.

14. AWARD RECOMMENDATIONS

- a. Recommendations for awards will be made in writing through supervisory channels to the Chief of Police. Award determinations will be made by a process designated by the Chief of Police.
- b. The Department has established an Awards Committee for the purpose of examining nominations for Department awards to ascertain that the nominee meets the established criteria. The Awards Committee shall consist of commissioned employees, to be selected and serve at the discretion of the Chief of Police. The Awards Committee shall meet at least once a year to select an Officer of the Year. Special meetings may be called when an employee is nominated for a Department award.
- c. Any employee may recommend a fellow employee for a Department award if he has personal knowledge of an act performed by this employee which may qualify under the established criteria. He shall submit an Award Recommendation / Nomination Form (Attachment 13-1) to his supervisor, detailing all information regarding the nomination. The supervisor shall forward the recommendation, with any applicable comments, through the chain of command to the Chief of Police, who shall review the recommendation to ascertain if it merits consideration by the Awards Committee. Should the Chief of Police find the recommendation is not merited, or that it more accurately meets the criteria for a lesser award than the one recommended, the recommendation/nomination will be returned to the submitting employee with the reason(s) for its return. The form should then be resubmitted with the necessary amendments.
- d. Those recommendations forwarded by the Chief of Police to the Awards Committee shall be reviewed by the Committee and acted upon. Should the Awards Committee find that a higher award is merited, they shall submit their new recommendation to the Chief of Police for final approval. The Chief of Police may agree with the new recommendation or return it for consideration as originally submitted.
- e. Recommendation / Nomination forms submitted for review, along with all relevant documentation, shall be maintained by the Administrative Assistant. Upon final review, a copy

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of the approved form shall be forwarded to the Support Services Division for preparation of award certificates. The original form, as well as all relevant documentation, shall become a permanent part of the employee's personnel file.

R. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.