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## POLICY AND PROCEDURE

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Authorized pins will be worn on the right pocket flap of the shirt.

The Rose Festival Pin is authorized the week preceding and the week of Rose Festival.

Members attending special community events are authorized to wear pins, buttons, or ribbons denoting that event. These items may not be for a political candidate or ballot measure.

### **Mourning Bands (1110.00)**

Members are authorized to wear black mourning bands in honor of Bureau members or law enforcement personnel who have died in the line of duty. Mourning bands may also be authorized during Law Enforcement Memorial week. The Chief of Police will authorize the period they can be worn.

### **Patches (1110.00)**

Only authorized patches are to be worn by members. Generally, only Bureau patches are worn on the shoulders of the uniform items. Exceptions must be approved by the Chief of Police.

### **Awards (1110.00)**

Members are encouraged to display ribbons and medals (full size and miniature) designed for wear with the uniform in recognition of acts of valor, outstanding service, or unit recognition.

Refer to the Uniform and Clothing Guide for details.

The Uniform Committee will determine (on an individual basis) where members will wear awards that they have received from outside agencies.

### **Professional Appearance Standards (1110.00)**

#### **Sworn Hairstyle and Grooming Standards**

- a. All sworn members will keep their hair clean, neatly trimmed and combed.
- b. Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this order, naturally occurring color range does not include unique hair colors such as pink, blue, purple or green.
- c. Hair must be styled in such a manner so that it does not interfere with uniform headgear or any specialized equipment and will not interfere with officer safety and effectiveness.
- d. Non-uniform, sworn members may be temporarily excused from these hair and grooming regulations while on undercover assignment. However, such members will again comply with these regulations once the special assignment is completed or whenever wearing the official uniform.

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**Specific Sworn Male Standards (1110.00)**

Facial hair may not be more than ¼ inch in length, and must not interfere with the natural seal of the issued gas mask.

- a. Mustaches and goatees are allowed. Beards are not allowed. Mustaches must be kept neatly trimmed and will not exceed the upper border of the lip or extend more than 1/4 inch horizontally beyond the corners of the mouth.
- b. Mustaches and goatees must follow the natural arch of the mouth.
- c. Handlebar mustaches are prohibited.
- d. Goatees may not extend more than ¼ inch below the bottom of the chin.
- e. Sideburns may not extend below the lower opening of the ear and must end with a clean horizontal line, not flared out at the bottom.
- f. A man's hair will be cut so as not to extend below the lower edge of the collar. Additionally, a man's hair will not extend over the top of the ears.
- g. The Bureau will consider and may approve accommodations to this standard on a case by case basis. Such accommodations may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation. In such instances, the member should bring the need for accommodation to the Bureau's attention through the chain of command to the Chief of Police.

**Specific Sworn Female Standards (1110.00)**

- a. Hair will be neatly trimmed, shaped and in a style that permits wearing of the uniform cap or hat or other department emergency equipment.
- b. If hair is longer than collar length, it must be pulled back and cannot extend below the top of the shoulder blades.
- c. The Bureau will consider and may approve accommodations to this standard on a case by case basis. Such accommodations may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation. In such instances, the member should bring the need for accommodation to the Bureau's attention through the chain of command to the Chief of Police.

**Non-Sworn, Male and Female Hairstyle and Grooming Standards (1110.00)**

- a. All non-sworn members will keep their hair clean, neatly trimmed and combed. Hair must be styled in such a manner as to not interfere with the duties assigned within their respective division. Final determination will be at the discretion of the RU manager.
- b. Dyed, tinted or bleached hair must be within a naturally occurring color range, and be professional on appearance. For purposes of this order,

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naturally occurring color range does not include unique hair colors such as pink, blue, purple or green.

- c. Hair must be styled in such a manner so that it does not interfere with any specialized equipment and will not interfere with member safety and effectiveness.
- d. Mustaches and beards are allowed. They must be kept neatly trimmed.

**Non-Sworn Male and Female Clothing Standards (1110.00)**

Bureau approved uniforms are permitted as outlined by the assigned RU manager.

**Jewelry (1110.00)**

All members may wear jewelry that is clean, neat and of a style that presents a professional appearance, is not offensive to others, and is consistent with the type of assignment and duty performed.

Standards for wearing jewelry:

- a. No ring will be worn so that it interferes with the use of equipment or hinders the use of the hand and fingers.
- b. Sworn members, while in uniform, may wear one watch, one bracelet, and a necklace that is not visible.
- c. No more than two rings may be worn.
- d. One earring stud per natural earlobe is allowed. Plugs (used to enlarge piercing holes in the ear lobes) are prohibited.
- e. No tongue studs or visible body piercing (other than the listed earring stud), will be worn.

RU managers or designee may grant an exception to members where deviation from this policy is appropriate for a specific assignment.

**Body Art (1110.00)**

Visible body art on the face and neck is prohibited, except for reasonable cosmetic purposes. Members with visible tattoos prior to August 1, 2000 are exempt from this provision. Members will not expose any offensive forms of body art while on duty. Offensive forms of body art include images which are sexually explicit, racially and/or sexually biased or could be viewed as discriminatory in nature.

For the purposes of this directive, body art is defined as procedures used to alter the body's appearance including, but not limited to, branding, scarification and tattoos.

**Non-Sworn and Sworn, Non-Uniformed Assignment, Dress Code (1110.00)**

Refer to the Uniform and Clothing Guide posted to the Intranet.

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**Court Attire (1110.00)**

For all court appearances, including Traffic Court, Circuit Court, Federal Court, Grand Jury, preliminary hearings, depositions and any other appearance in a judicial setting, members will, without exception, appear in one of the attires listed below:

- a. Uniform of the day or Class A uniform.
- b. Professional business attire (generally duty weapons should remain concealed).

**RESPONSIBILITY, ACCOUNTABILITY AND CONTROL (1110.00)**

**Uniform Committee**

The Uniform Committee will continually review the clothing, uniform and equipment requirements of the Police Bureau. This will be done by making recommendations on uniforms and equipment, overseeing uniform/equipment contracts, resolving member complaints, ensuring process quality control and coordinating with the Safety Committee on mutual issues.

The Uniform Committee will be comprised of members from the Chief of Police's Office and from Operations, Investigations, and Services Branches. This should include a representative from each precinct, Transit Police, Traffic Division, TOD, School Police, Detective Division and the Training Division. The committee will include at least one non-sworn member. The committee will normally meet on a monthly basis. Items for committee consideration can be sent directly to any committee member.

The aide to the Operations Branch chief will serve as the liaison to the uniform committee.

**Bureau Members (1110.00)**

Bureau members will:

- a. Sworn members will maintain at least one complete serviceable Class C, Class B and class A uniform. Non sworn members, if issued uniforms, will maintain at least two complete serviceable sets of uniforms.
- b. Be responsible for their uniforms and equipment (refer to DIR 317.40 for specifics). They are also responsible for keeping their uniforms and equipment clean and in good repair. This would include minor repairs, including buttons, small tears, etc.
- c. Not sign for any uniform or equipment unless it has been delivered to the member.
- d. Inform their supervisor when a uniform is defective or worn out or equipment items need replacement or repair.
- e. Return uniforms and equipment in good condition within the specified time frame or as required by the Bureau or supervisor's instructions.
- f. Return all Bureau uniforms and equipment upon separation from the

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Bureau.

- g. Refer any recommendation for uniforms or equipment to the uniform committee.
- h. Upon status change, turn in unneeded uniforms and equipment and ensure they are issued appropriate uniforms and equipment for their new status.
- i. Detectives and Criminalists will maintain at least one complete and serviceable Class C Uniform.
- j. Commanding officers will maintain at least one complete serviceable Class C, Class B, Class B Commanding Officer Summer Uniform, Class A, Commanding Officer Summer Dress Uniform, and Commanding Officer Dress Uniform.

**Command Staff and Supervisors (1110.00)**

- a. May exempt a member from wearing the uniform for the duration of a specific assignment if civilian clothing would be more appropriate. RU managers and supervisors will ensure their members conform to the uniform and equipment requirements.
- b. Will maintain a requisition and tracking mechanism, including payment to vendors. Requests for replacement of worn or unserviceable uniforms or equipment will be made to the RU manager or designee. Copies of the uniform order form will be retained pending verification of the order. Careful inspection will be made for negligence or intentional misuse.
- c. Inspect members to ensure all uniforms and equipment are serviceable and authorized and that the body armor is less than five years old.
- d. Publish division Standard Operating Procedures (SOP) that defines what their members will routinely wear in the workplace.
- e. In situations where duty assignments require deviations from this directive, RU managers may authorize variances. The approval of such variances will be kept to a minimum.
- f. RU managers or their designees have the responsibility to recommend to the Chief of Police uniforms and equipment appropriate for their specific assignment and mission.

**Branch Chiefs (1110.00)**

- a. Recommend approval of specialty uniforms and equipment after review by the uniform committee and Chief of Police.
- b. Review the uniform and equipment procurement system.
- c. Review proposals from the Uniform Committee and forward with a recommendation to the Chief of Police.

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**Personnel Division (1110.00)**

- a. When notified that a member will be leaving the Bureau, Personnel will have the member complete a notice of separation and will provide the member with a separation checklist. Personnel will notify the Services Branch chief if the member fails to complete the checkout.
- b. Coordinate with Fiscal to ensure appropriate badges are available.

**Fiscal Services Division (1110.00)**

- a. Maintain status and assignment records to ensure policy compliance and be responsible for the destruction, maintenance, inventory, distribution, sales and ordering of badges.
- b. Process payments to vendors.

**Training Division (1110.00)**

- a. Coordinate with Personnel for the initial issue of uniforms and equipment when new sworn members are hired.
- b. Verify the turn-in of specified uniforms and equipment when a member leaves City employment.
- c. Recommend equipment to be worn/carried by sworn members. Any disagreements regarding equipment should be referred to the Services Branch chief.

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**1111.00 IDENTIFICATION CARDS**

Index: Title

Refer: DIR 1110.00 Appearance Standards

**POLICY (1111.00)**

Members will carry a valid Police Identification (Bureau I.D.) card when on duty. Sworn members will also carry their badge, except that with permission of their commanding officer, members working special assignments may be excused from carrying and/or wearing their Bureau I.D. card and badge, if it could jeopardize their covert status.

**PROCEDURE (1111.00)**

The Forensic Evidence Division (Forensics) will be responsible for the issuance of all Bureau I.D. cards. They will also ensure that upon issuance of a replacement card, the old card is surrendered and destroyed. The Personnel Division (Personnel) will assist new employees in obtaining a card, and will retrieve cards upon termination, retirement, etc.

Members being placed on extended disability, or on LOS with the expectation that the member will not return to duty before being placed on extended disability,

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must turn in their Bureau I.D. card along with their uniforms and equipment (refer to DIR 1110.00).

New sworn members will wear a uniform provided by I.D., without the cap, when photographed for a Bureau I.D. card. Sworn members will wear attire appropriate to their assignment, without cap or hat, when photographed for a Bureau I.D. card.

Non-uniform members will display the Bureau I.D. card clipped to their outer garment, on the left side of the chest, or on a lanyard, under the following circumstances:

- a. At major crime or police incident scenes, unless otherwise directed by the officer in charge of the operation.
- b. When the RU manager directs that members assigned to their command, or visiting members entering the facility under their command.
- c. As directed by the Chief of Police.

RU managers, during quarterly inspections, will inspect Bureau I.D. cards to ensure that they are current and the information is up-to-date.

**Unofficial Display (1111.00)**

Members will not display their Bureau I.D. card on an outer garment while off duty or engaged in non-police activities.

**Expiration/Change in Status (1111.00)**

Upon issue, a Bureau I.D. card will be valid for four (4) years.

When possible, members will schedule an appointment in Forensics, within one week of card expiration, to have a photograph taken, and a new card issued. Members will obtain their new cards during working hours and no overtime is authorized.

Members shall obtain new Bureau I.D. cards within 90 days after transfer to any non-uniform assignment that may cause them to substantially alter their appearance (i.e., Drugs and Vice Division). Members leaving such assignments shall obtain new Bureau I.D. cards within 15 days after transferring to a uniform assignment or any other assignment requiring compliance to grooming standards.

It will also be the responsibility of members to obtain a new Bureau I.D. card within 15 days of a change in their name, rank or classification.

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**1120.05 CLOTHING ALLOWANCE FOR PLAINCLOTHES ASSIGNMENTS**

Index: Title

Refer: City Code, Sec. 3.20.170

City Code, Sec. 5.08.070

Bargaining Agreement (City and Portland Police Association)

DIR 1110.00 Appearance Standards

