

		DIRECTIVE 6.45	
SUBJECT Specialized Division, Light Duty and Training Dress Code		NO. PAGES 4	
DISTRIBUTION All Personnel	AMENDS Directive § 6.45 Dated: 9/19/2006	THIS ORDER CANCELS	
DATE OF APPROVAL 10/14/2014	DATE OF ISSUE 10/15/2014	Applicable Accreditation Standards	
ISSUED BY: Chief Bobby L Cummings M.S. Chief of Police Reviewed: 09/15/2014			

Specialized Division, Light Duty and Training Dress Code

Directive: **6.45**

The purpose of this directive is to outline the acceptable dress code for those officers who are assigned to the following divisions:

**Criminal Investigations Division
Office of Professional Standards
Drugs Organized Crime and Vice Division
Human Resources Division
Administration (Chief's Office)
Special Operations Division**

This directive also addresses the dress code for attending training and officers placed on Light /Modified Duty.

A. Definitions

1. **Business attire**
 - a. **Men: Shirt with tie and suit, or shirt with tie, sport jacket and slacks.**
 - b. **Women: Business suit with shirt/blouse (shirt/blouse and jacket with pants or separate shirt/blouse, jacket and slacks).**
 - c. **Only appropriate dress shoes. No open toe or athletic type shoes.**
2. **Business Casual dress**

- a. Men: Shirt with collar and pants (**no jeans regardless of color**)
- b. Women: Blouse or shirt, skirt, pants or a dress. (**no jeans regardless of color**)
- c. **Appropriate casual dress shoe. No flip flops or similar type shoe or athletic type shoes. No heel more than 2 1/2 inches in height may be worn.**

3. Daytime hours:

Any workday in which the hours of work fall between [REDACTED].

4. Required equipment:

- a. Badge
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]

B. Applications

1. **Criminal Investigations Division**

Officers assigned to the Criminal Investigations Division are required to be in Business Attire or the departmentally issued uniform at all times. If the officer is on call and must respond to a scene, the officer will be dressed in Business Attire. At no time will an officer assigned to this division be out of dress code unless circumstances suggest that other attire be required, i.e. [REDACTED]

[REDACTED]

2. **Office of Professional Standards**

Officers assigned to the Office of Professional Standards, will be in Business Attire or departmentally issued uniform at all times. Unless during a trial board, in which case the officer is required to be in uniform. At no time will an officer assigned to this division be out of dress code unless authorized by

the Division Commander.

3. **Drugs, Organized Crime and Vice Division**

[REDACTED]

4. **Human Resources Division**

Officers assigned to the Human Resources Division are required to be in uniform or Business Attire at all times with the exception of officers placed on light duty/or modified duty. There will be no exceptions unless authorized by the Division Commander

5. **Administration (Chief's Office)**

All officers holding positions in the Chief's Office are required to be in uniform or Business Attire at all times. There will be no exceptions unless authorized by the Chief of Police.

6. **Special Operations Division**

Officers assigned to the Special Operations Division are required to be in uniform, with exception of the PAL Officer who will dress according to events being held at the PAL Center.

1. Light Duty Personnel

Those members assigned to light/modified duty status shall dress as defined in "Business Casual dress" at all times unless other dress is approved by the Chief of Police.

2. Schools and Seminars

- a. Any officer or civilian attending a school or seminar shall dress in either business attire, **business** casual dress, **in uniform** or as the course dictates.

C. **General**

- 1. Members shall present a neat and clean appearance at all times.

- 2. [REDACTED]

- a. The only exceptions to this policy will be when the course content, assigned duty, **or medical status** dictates the wearing of other clothing.
 - 1). Permission for either of these exceptions must be obtained from the **Chief of Police**.
3. When on-duty and assigned to non-uniformed duties all members will carry the required equipment as outlined above.