

SPAC Policy Review, Proposed Schedule May 2021-June 2022	
Policy #, Title, Section (if specified)	Scheduled Month to Review
1.5.1, Use of Force	May-21
26.1.1, Code of Conduct, Business Card	May-21
36.1.1, Body-Worn Cameras	May-21
26.3.1, Uniform	June-21
41.4.6, Death/Injury Notifications	October-21
54.3.1, Community Relations	October-21
41.8.1, Canine Unit	November-21
54.3.0, Communications With Person's With Disabilities	February-22
22.3.2, Employee Wellness	April-22
23.2.1, Career In-Service Trainings	June-22
33.2.1, Training Programs	June-22
*SPAC subcommittee to meet April 2022 to propose policies for review July 2022 - June 2023	

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GENERAL ORDER 26.3.1

Uniform

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the uniform worn by personnel of this Department. It also addresses the accessories and equipment worn with the uniform.

DISCUSSION

Employees are responsible for wearing the proper and complete uniform in the prescribed manner except when working on an assignment which requires them to be out of uniform. The Department furnishes necessary uniform apparel and related accessories to enhance the uniform appearance of all personnel, and conform to the requirements of Oregon Revised Statute 810.400 (uniform or badge requirement). The uniform also allows the public to instantly recognize Department personnel.

POLICY

I UNIFORMS

The Department has several classes of uniforms as described herein. The choice of wearing a long or short-sleeved uniform rests with the individual member except as otherwise directed by a supervisor to meet a special police need. Division commanders may grant exceptions to uniform standards contained in this policy.

Class "A" Uniform:

The Class "A" uniform consists of a long sleeve shirt, tie, tie clip, trousers, black shoes or boots, black socks, (when socks are visible), name tag, badge, rank insignia (sergeant and above), department approved award ribbons, leather gear, equipment, and weapons. The service cap is primarily used for ceremonial occasions and may be worn at the discretion of the officer or as directed by a supervisor.

Class "B" Uniform:

The Class "B" uniform is the same as the Class "A" uniform with a black undershirt and without service cap, tie and tie clip. Award ribbons are optional.

Class "C" Uniform:

The Class "C" uniform is the same as the Class "B" uniform except a short-sleeved shirt shall be worn.

Male Civilian Attire:

(This apparel is not purchased by the Department.)

In the interest of maintaining the highest standards of professionalism and because the Department is constantly on display to other law enforcement professionals and the public, adherence to certain standards of dress will be expected. All apparel must be professional in appearance, with no obvious wear or substantial fading.

Male members are required to appear for all court appearances, including Grand Jury attired in a business suit or sport coat and a tie.

Male members shall wear dress or casual slacks with collared Oxford style dress shirts, jackets and/or coats. Dress style sweaters are also acceptable. The wearing of ties is encouraged and may at times be required by a supervisor. Polo shirts with a Springfield Police Department logo may be worn. Jeans, cargo pants, non-collared T-shirts, festively patterned shirts and tennis shoes are not permitted except for specific activities approved by the Investigations and Records Division Commander or Investigations Bureau Sergeant.

Female Civilian Attire: (This apparel is not purchased by the Department.)

Female members permitted to wear civilian clothing shall conform to standards normally worn by personnel in professional business firms.

Police Records Communication Specialists

Police Records Communication Specialists shall wear a department issued shirt, jacket, vest or cardigan accompanied by professional business casual attire. Business attire includes business slacks, dress or skirt. Dress and skirt length should not be more than two inches above the knee. Denim and leggings are not approved. Conservative footwear is at the discretion of the employee; however, it must compliment the uniform and conform to standards normally worn by personnel in professional business settings. Flip-flops and sneakers are not approved. Conservative jewelry may be worn. Employees are expected to demonstrate good judgement and professional taste and project a professional public image. Exceptions may be made by supervisor for medical related conditions.

Detention Officers

Detention Officers shall wear the department issued uniform as described above for Class A, Class B and Class C uniform requirements.

Dispatchers

Dispatchers shall wear a department issued collared shirt, jacket, vest or cardigan and business slacks or skirts in earth toned colors (Example: black, navy, grey, brown, and khaki). Denim is not approved. Footwear is at the discretion of the employee; however, it must complement the uniform. Flip-flops are not approved. Conservative jewelry may be worn.

Animal Control Uniform:

The animal control uniform consists of a tan shirt, white undershirt which, except for color, otherwise meets the requirements listed under the section "Undershirt", black slacks, brown jacket, black or brown shoes or boots, black or brown socks (when visible), name tag, badge, and black basket weave belt with radio carrier, baton, Taser and OC spray, department approved award ribbons are optional.

Patrol Community Service Officer

The Community Service Officer uniform consists of a french-blue shirt with dark blue epaulets, black undershirt, dark blue trousers, black shoes or boots, black socks (when visible), name tag, badge, and a black basket weave belt with radio carrier, OC spray, and Taser. Department approved award ribbons are optional.

Reserve Officer Uniform:

The reserve officer uniform is the same as the police officer uniform with exception of the reserve badge. Reserve officers may carry a single or double handcuff case. Undershirt

Where a black undershirt is specified, it must be a clean, non-faded, neat appearing black undergarment beneath the uniform shirt when the uniform shirt is worn without a necktie. The undershirt may be crew neck, dickey, turtleneck or mock turtleneck and must be exposed in the "V" of the uniform shirt, however the sleeves of the undershirt may not be visible under the uniform shirt, i.e.: do not wear a long-sleeve undershirt beneath a short-sleeve uniform shirt.

Special Attire:

Supervisors may prescribe other clothing when necessary to meet a particular police objective.

Uniform Duty Helmet:

Uniformed officers, on-duty, shall have a duty helmet accessible at all times. The duty helmet shall be worn any time there is a designated "hard hat" area, or when directed by a supervisor.

Service Caps:

The service cap is primarily used for ceremonial occasions in conjunction with the Class A uniform. It is worn at the discretion of the officer or as directed by a supervisor.

Utility or Baseball Cap:

Uniformed personnel may wear the utility/baseball cap whenever the duty helmet is not required, or when directed by a supervisor. A solid black watch cap may be worn only during extreme cold or when authorized by a supervisor.

Ballistic Vests:

A personal ballistic vest is furnished to sworn members of the Department. The ballistic vests issued by the Department shall be worn by all uniformed patrol officers, community service officers assigned to the patrol division, and reserves while on duty. Civilian attired members shall wear bullet protective vests when directed by a supervisor. Detention Officers shall wear a ballistic vest during transport operations and court security.

External Vest Carrier:

External ballistic vest carriers are authorized for employees approved by command staff to wear over their uniform shirt. External carriers may be worn with the Class “B” and Class “C” uniforms but shall never be worn with the Class “A” uniform. Officers choosing to wear a department approved external ballistic vest must abide by the following policy:

The external ballistic vest is of a make and model selected by the Springfield Police Department. Standard issue is one ballistic vest; it is the employee’s responsibility to maintain and change between exterior and interior carriers as needed. The approved patrol vest color is dark blue, with the exception of K9 officers, which shall be black, and must be worn with metal badge left breast and name tag right breast. The vest must also be worn with the “POLICE” patch on the upper back portion of the vest.

The approved Community Service Officer (CSO) vest color is light blue and must be worn with metal badge left breast and name tag right breast. The vest must be worn with the proper identifying placard patch on the upper back portion of the vest. The approved Animal Control Officer vest color is tan and shall be worn with metal badge left breast and name tag right breast. The vest must be worn with the proper identifying placard patch on the upper back portion of the vest.

Pouches for the load carrying external ballistic vest may be placed in locations of the employee’s choosing so long as they do not interfere with the safe and effective operation of equipment and do not violate this policy.

Only department issued matching vest color pouches, carriers, and department issued Taser holsters are allowed to be worn on the external ballistic vest. Any modifications or additions outside of this policy shall be approved by command staff prior to use.

- No attachments are to be worn on the back of the external vest.
- No modifications to the manufacturers design of the vest or attachments are allowed.

If the external ballistic vest becomes unserviceable or must be decontaminated, the officer shall transfer the ballistic plates to the interior carrier for use with the traditional uniform until the exterior carrier is serviceable.

Approved Equipment: The goal of the external ballistic vest is to evenly distribute weight loads while maintaining a professional uniform appearance:

- A combination of four (4) of the following equipment cases may be worn on the external portion of the vest:
 - Handcuff pouch
 - Radio pouch
 - Primary firearm ammunition pouch
 - Utility pouch
 - OC Agent pouch
 - Taser holster
 - Flashlight pouch
 - In car video (ICV) mic
 - Body worn camera (BWC)

- The following items are prohibited as attachments to the vest:
 - Primary firearms
 - Any other ammunition
 - Knives
 - Awards and ribbons
 - Any other items not authorized above

- Pins may be worn on the exterior vest. They shall be centered above the name placard. The following pins may be worn on the exterior vest:
 - VETERAN
 - SWAT
 - FTO
 - MOTORS WINGS

The external ballistic vest carrier shall only be removed in the following access controlled facilities:

- The Springfield Police Department
- Place of residence

External vest carriers shall not be worn during ceremonial events or while appearing in any Circuit Court or Municipal Court matter, including Grand Jury.

At their own expense, employees may purchase matching uniform undershirts designed to be worn under the external ballistic vest. These shirts are to be considered uniform shirts and must be worn in accordance with the uniform policy.

Wearing of Rank Insignia:

1. Rank insignia shall be affixed in the following manner to uniforms:
 - A. Uniformed officers with the rank of Lieutenant shall wear rank insignia:
 - B. Three-fourths of an inch from the tip of each collar at a 45-degree angle from the outside and inside seams, or
 - C. Centered on epaulet an inch from the shoulder seam on field jacket and dress blouse.
2. Uniformed officers with the rank of Sergeant shall wear rank insignia:
 - A. Centered on the sleeve with the top touching the Department patch and the shirt sleeve crease running down the center.

**II
EQUIPMENT**

Maintenance:

All uniforms and equipment shall be clean, maintained in good working order, and conform to Department specifications.

Leather Equipment of Uniformed Officers:

The term 'leather' shall include Department-approved items made of either leather or any of the various synthetic materials commonly used for holsters and webbing.

All leather equipment worn with a Department-issued uniform shall be Department-issued or of a Department-approved type. Police Officers wearing a Department-issued uniform shall wear the following leather equipment and other Department issued leather equipment pursuant to the direction of the appropriate bureau commander. Nothing other than authorized equipment shall be worn. If an officer finds a need to carry something other than authorized equipment, an authorization request shall be routed through the Professional Standards Unit.

<u>Item</u>	<u>Source</u>
Trouser Belt	Issued
Equipment Belt	Issued

Four Belt Keepers (with one hidden handcuff key)	Issued
Double Handcuff Case	Issued
Semiautomatic Pistol Holster	Issued
Key Carrier	Issued (Optional)
Pistol Magazine Carrier	Issued
Radio Carrier	Issued
Baton Carrier	Issued
OC Spray Carrier	Issued
Flashlight Ring	Issued (Optional)
Duty Suspenders	Issued (Optional)
CEW in Holster	Issued

Authorized Optional Personal equipment:

Glove Pouch	Officer Purchase
Small Flashlight	Officer Purchase

All leather equipment worn with a Department-issued uniform shall be Department-issued or of a Department-approved type. Detention Officers wearing a Department-issued uniform shall wear the following leather equipment and other Department issued leather equipment pursuant to the direction of the appropriate Division commander. Nothing other than authorized equipment shall be worn. If an officer finds a need to carry something other than authorized equipment, an authorization request shall be routed through the Professional Standards Unit.

<u>Item</u>	<u>Source</u>
Trouser Belt	Issued
Equipment Belt	Issued
Four Belt Keepers (with one hidden handcuff key)	Issued
Double Handcuff Case	Issued
Key Carrier	Issued (Optional)
Radio Carrier	Issued
OC Spray Carrier	Issued
CEW in Holster	Issued

Authorized Optional Personal equipment:

Glove Pouch	Officer Purchase
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Patrol and Reserve Officers Duty Belt:

The duty belt shall contain: holstered weapon, ammunition carrier, double handcuff case with handcuffs, radio in carrier, 26" ASP baton in carrier, or the optional 26" wood baton which shall be accessible at all times, OC individual aerosol projector in carrier, CEW and holster(a leg holster may be substituted for a belt holster) and 4 keepers. Reserve officers may wear a single or double handcuff case.

No equipment other than from the above list shall be carried on the duty belt.

Leather Equipment of Officers in Civilian Attire:

Officers wearing civilian attire shall also wear a holster and any associated straps or belts sufficient in strength and design to safely hold the weapon carried and when required, an adequate ammunition carrying device. Unless excluded by their bureau commander, officers wearing civilian attire shall also carry handcuffs. Additional Department-issued equipment may be required by the bureau commander.

Service Bags:

Patrol officers shall be responsible for the appearance of their service bag and shall have it available for immediate use. Service bags shall contain the following issued items: helmet, flashlight, a baseball cap, a high visibility vest, protective gloves, and sufficient ammunition not more than 2 years old appropriate for the firearm carried so that the officer has a total of not less than 50 rounds.

Uniform & Equipment Inventory:

The Administrative Sergeant shall maintain a list of issued equipment for each Department member.

Richard L. Lewis
Chief of Police

GENERAL ORDER 26.1.1

Code of Conduct

GENERAL ORDER CROSS-REFERENCE: 1.5.1, 26.3.1

SUMMARY

Describes the Department's Code of Conduct.

DISCUSSION

The "Law Enforcement Code of Ethics" is adopted as a general standard of conduct for the members of the Springfield Police Department. Members shall obey all rules and regulations, directives or orders of the Department.

Each member of the Springfield Police Department shall strive toward the highest professional standard of conduct. Members are required to obey the lawful orders of superiors, to discharge their duties and maintain their relations with the public and other members of the Department so as to promote and enhance Department efficiency and effectiveness.

POLICY

**I
DISCRETION**

Members are often called upon to make difficult decisions. They must exercise discretion within the law to protect lives and property. Officers must be faithful to their oath of office, the standards set by DPSST, and the objectives of the Department. Members shall not allow personal motives to govern their decisions and conduct.

**II
CONDUCT UNBECOMING AN OFFICER**

The conduct of an officer, on or off duty, reflects directly upon the Department. Officers must at all times conduct themselves in a manner which does not bring discredit to themselves, the Department or the City, or impair the operational efficiency of the Department or employee.

**III
RESPECT FOR CONSTITUTIONAL RIGHTS**

No person has a Constitutional right to violate the law; neither may any person be deprived of his Constitutional rights merely because he is suspected of having committed a crime. An officer may enforce any Federal, State or local statute which is valid on its face without fear of abrogating the Constitutional rights of any person violating that statute.

IV USE OF FORCE

Members shall use force only in accordance with G.O. 1.5.1.

V INTEGRITY

Members shall avoid any conduct which might compromise the integrity of themselves, other members, or the Department.

VI MEMBER'S RELATIONS WITH VENDORS AND CONTRACTORS

When representing the Department to business organizations which are, or which are likely to become, vendors or contracting parties with the Department, members must conduct themselves in an ethical manner taking care to avoid conflicts of interest. Information of a confidential nature, or confided in an official capacity, shall be kept as such unless disclosure is necessitated in the furtherance of Department objectives.

VII ENDORSEMENT OF PRODUCTS AND SERVICES

The Department's position of providing fair and impartial service dictates that each member must scrupulously avoid using his official capacity, title, or position to endorse any organization, program, product, or service unless such endorsement is approved by the Chief of Police.

VIII COMPLIANCE WITH LAWFUL ORDERS

The Department is an organization with a clearly defined authority structure. Members shall comply with all lawful orders of a superior. The burden of proof that an order is not lawful is on the member not the Department.

IX ATTENTION TO DUTY

As most police work is necessarily performed without close supervision, the responsibility for the proper performance of a member's duty lies primarily with the member. Each employee has a general obligation to protect the community and other members; and a specific responsibility to carry out the member's assigned duties.

X DUTY TO INTERVENE AND REPORT

Officers or reserve officers present and observing another officer or reserve officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall

intervene to prevent the unreasonable use of force, unless the intervening officer cannot intervene safely. Intervention may be verbal and/or physical. An officer who observes another employee use force that is clearly beyond that which is objectively reasonable under the circumstances shall promptly report these observations to a supervisor as soon as practicable, but no later than 72 hours after witnessing the misconduct.

The Courts have established a two-pronged test in such incidents by ruling, "...a police officer who fails to act to prevent the use of excessive force by another officer may only be held liable when (1) the officer observed or had reason to know that excessive force would be or was being used, and (2) the officer had both the opportunity and the means to prevent the harm from occurring.

Oregon House Bill (HB) 4205 (effective June 30, 2020) requires officers and reserve officers to intervene to prevent or stop another police officer or reserve officer engaged in any act the intervening officer knows or reasonably should know is misconduct, unless the intervening officer cannot intervene safely.

HB 4205 defines "misconduct" as:

- (a) Unjustified or excessive force that is objectively unreasonable under the circumstances or in violation of the use of force policy for the law enforcement unit employing the offending officer;
- (b) Sexual harassment or sexual misconduct;
- (c) Discrimination against a person based on race, color, religion, sex, sexual orientation, national origin, disability or age;
- (d) A crime; or
- (e) A violation of the minimum standards for physical, emotional, intellectual and moral fitness for public safety personnel established under ORS 181A410.

Members, without regard to rank or assignment, who witness another officer or reserve officer engaging in misconduct shall report the misconduct to a supervisor as soon as practicable, but no later than 72 hours after witnessing the misconduct.

Failure to intervene or report as required by state law is grounds for disciplinary action by the Department. It is also grounds for the Department of Public Safety Standards and Training to suspend or revoke the officer's certification as provided in ORS 181A.630, 181A640 and 181A650.

The Department may not discharge, demote, suspend or in any manner discriminate or retaliate against a police officer, reserve officer or member with regard to promotion, compensation, or other terms, conditions or privileges of employment for the reason that the officer or member intervened or reported as required by statute.

XI REFUSAL TO WORK/STRIKE

Oregon law prohibits police officers from engaging in any strike, work stoppage, or slow down. All members of the Springfield Police Association and non-represented sworn personnel are subject to this legal provision. Members of the SEIU and OPEU have contract and State law defined rights to strike. It is the policy of this Department to take disciplinary action against any member who plans or engages in any strike, work stoppage or slowdown in violation of law, City policy, or contract.

XII GENERAL CONDUCT

1. Violation of Rules: Members shall not commit or omit acts which constitute a violation of any of the rules, regulations, directives or orders of the Department.
2. Violation of Law: Members shall obey all laws of the United States, including any state or local jurisdiction in which you are present. A conviction or a violation of any law will be *prima facie* evidence of a violation of this section.

The Department will not take administrative action against employees for parking violations and minor traffic infractions unless they are flagrant or repeated.

3. Unbecoming Conduct: Members shall conduct themselves at all times, both on and off duty, in such a manner as not to bring discredit on the Department. Conduct unbecoming a member shall include that conduct which brings the Department into disrepute or reflects discredit upon the employee as a member of the Department, or that which impairs the operation or efficiency of the Department or employee.
4. Neglect of Duty: Members shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.
5. Fictitious Illness or Injury Reports: Members shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any supervisor of the Department as to the condition of their health.
6. Sleeping on Duty: Members shall remain awake while on duty. If unable to do so, they shall report to their supervisor, who shall determine the proper course of action.
7. Leaving Duty Post: Members shall not leave an assigned duty post during a tour of duty except when authorized by proper authority.
8. Unsatisfactory Performance: Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.

Examples of unsatisfactory performance include: a lack of the skills, knowledge and abilities for the employee's position; an unwillingness or inability to perform assigned tasks; failure to conform to work standards established for the member's rank, grade or position; a repeated lack of punctuality in reporting for work; failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention. Repeated 'needs improvement' evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the Department, may be considered unsatisfactory performance.

9. Absence without Leave: No employee may be absent from duty without permission of a supervisor. An employee absent for 3 consecutive days without authorization, except for an unavoidable situation, shall be considered to have abandoned his job as of the last day of active employment.
10. Truthfulness: Members shall truthfully answer all questions from persons of higher rank which are specifically directed and narrowly related to the scope of employment and operations of the Department.

XIII

ALCOHOLIC BEVERAGES AND DRUGS IN POLICE INSTALLATIONS

Members shall not store or bring into any police facility or vehicle alcoholic beverages, controlled substances, narcotics or hallucinogens except for a police purpose, or prescribed by a physician for the member's use.

1. Possession and Use of Drugs: Members shall not possess or use any controlled substances, narcotics, or hallucinogens, except when prescribed by a physician or dentist. The use of marijuana is prohibited. When controlled substances, narcotics, or hallucinogens are prescribed, members shall notify their supervisor.
2. Use of Alcohol:
 - a. Members shall not consume intoxicating beverages while in uniform.
 - b. Members shall not consume intoxicating beverages while on duty except in the performance of duty and with the approval of a supervisor.
 - c. Members shall not appear for duty, or be on duty, while impaired by intoxicants, or with an odor of intoxicants on their breath, except as specified in B above.
 - d. Members shall not consume intoxicating beverages off-duty which results in behavior which brings discredit to the Department or the member as an employee of the Department.

XIV CONFLICTING OR ILLEGAL ORDERS

Members given an order which is in conflict with a previous order, rule, regulation or directive shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be on the supervisor. Members shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation or directive previously issued.

Members shall not obey any order which they know or reasonably should know would require them to commit any illegal act. If in doubt as to the legality of an order, members shall request the supervisor to clarify the order if time permits. The burden of proof that an order is not legal rests on the employee receiving the order.

XV GIFTS, GRATUITIES, BRIBES OR REWARDS

Members shall not solicit or accept from any person, business or organization any gift (including money, personal property, food, beverages, loans, promises, services, or entertainment) for the benefit of the member or the Department, if it may reasonably be inferred that the person, business or organization:

1. Seeks to influence action of an official nature or seeks to affect the performance or non-performance on an official duty, or
2. Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

XVI ABUSE OF POSITION

Use of Official Position or Identification: Members shall not use their official position, official identification cards or badges:

1. For personal or financial gain.
2. For obtaining privileges not otherwise available to them, except in the performance of duty, or
3. For avoiding consequences of illegal acts.

Members shall not lend to another person their identification cards or badges or permit them to be reproduced without the approval of the Chief.

XVII IDENTIFICATION

Officers shall carry their badges and identification cards on their person at all times while on duty except when impractical or dangerous to their safety or to an investigation.

Officers and staff are required to provide their name and/or badge number if requested by a member of the public. Members are not required to provide their name and/or badge number/report writing number if doing so would: compromise the member's safety, impair the performance of official duties at the scene, and/or supervisor has relieved the member of the identification mandate.

XVII COURTESY

Members shall be courteous to the public. Members shall make every effort to be tactful, control their tempers, exercise patience and discretion, and shall avoid engaging in argumentative discussions. Members shall avoid unnecessary use of coarse, violent, profane or insolent language or gestures. Members shall not express any negative bias concerning age, race, ethnicity, color, national origin, language, sex, gender identity, sexual orientation, political affiliation, religion, homelessness or disability.

XVIII ASSOCIATIONS

Members shall avoid regular or continuous associations or dealings with persons whom they know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for recent involvement in felonious or criminal behavior, except as necessary to the performance of official duties.

Members finding themselves in unavoidable violation of this section shall report the conflict to a command officer as soon as it becomes known to the member.

XIX PUBLIC STATEMENTS AND APPEARANCES

Members shall not publicly criticize or ridicule the Department, its policies, or other members that negatively impacts the Department's ability to serve the public. Members may address public gatherings, appear on radio or television, prepare articles for publication, or act as correspondents to a newspaper or a periodical, when such is beneficial to the image of the Department. Members shall conscientiously avoid the release of any confidential information or information which compromises any investigation. Nothing in the policy prohibits a member from reporting misconduct by public officials to the appropriate agencies.

XXI PERSONAL APPEARANCE

The Springfield Police Department is by and large a uniformed public service agency where discipline is judged, in part, by the manner in which an officer wears a prescribed uniform, as well as by the individual's personal appearance. Therefore, a neat and well-groomed appearance by all officers is fundamental to the Department and contributes to building the pride and esprit de corps essential to an effective police department. A vital ingredient of the department's effectiveness is the pride and self-discipline that officers portray through a professional police image. It is the responsibility of police supervisors to ensure that officers under their command present a neat and professional appearance. Therefore, in the absence of specific procedures or guidelines, supervisors must determine an officer's compliance with standards in this policy. Officers must take pride in their appearance at all times, in or out of uniform, on and off duty.

1. Members shall wear uniforms or other clothing in accordance with established Department procedures outlined in G.O. 26.3.1.
2. No visible tattoos are allowed while on-duty or while representing the Department in any official capacity. No employees shall obtain or have any tattoo(s) which could be interpreted as racist or gang related in nature. Employees shall not obtain any tattoos that cannot be covered up while wearing an authorized uniform, civilian attire, or other means of concealment approved by Chief of Police, including:
 - a. Tattoos on the head, face or neck area above the clavicle; or
 - b. Tattoos on the hands below the wrist bone.

The Chief of Police may grant any exception in writing regarding display of tattoos. Officers in undercover assignments may be excused from this policy by approval of the Chief of Police.

3. Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization by the Chief of Police. Normal/routine cosmetic surgery is not included. Such body alteration includes, but is not limited to:
 - a. Tongue splitting
 - b. Dental art
 - c. The complete or transdermal implantation of any material other than hair replacement.
 - d. Abnormal shaping of the ears, eyes, nose or teeth
 - e. Branding or scarification
 - f. Jewelry worn associated with body piercing
 - g. Contact lenses of an unnatural color

4. 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. Sworn female members may wear one earring stud per earlobe.
 - d. Sworn male members are not allowed to wear earrings.
 - e. Non-sworn females may wear a maximum of three earrings per ear. Plugs (used to enlarge piercing holes in the ear lobes) are prohibited.
 - f. No tongue studs, rings or visible body piercing (other than listed above in 4.c and 4.e) will be worn.

5. Based on the Department's need for uniformity and safety, except when acting under the orders of a supervisor, members on duty shall maintain a neat, well-groomed appearance and shall style their hair in accordance with the following guidelines:
 - a. Male Officers:
 - i. Many hairstyles are acceptable as long as they are neat and do not interfere with officers' assigned duties or uniform headgear. It is not possible to address every acceptable or non-acceptable hairstyle. Therefore, it is the responsibility of supervisors at all levels of the organization to exercise good judgment in the enforcement of Department policy.

Hair must be clean, neat and combed. Hair will be worn no longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture, except the closely cut hair on the back of the neck. The length and bulk of the hair shall not be excessive or present a ragged, unkempt or extreme appearance. Hair may not extend beyond the bottom of the ear lobe. The bulk or length of the hair shall not interfere with the use of police equipment including head gear.

Hair that is clipped closely or shaved close to the scalp is authorized. Dyeing or highlighting hair is permitted, but members' hair color must be consistent with a naturally occurring color range and must be professional in appearance.
 - ii. Wigs or hair pieces are permitted when they conform to the above standards for natural hair.

- iii. Sideburns shall be neatly trimmed. Sideburns may not be flared; the base of the sideburn shall be a clean-shaven horizontal line. They shall not extend below the bottom of the ear lobe.
- iv. Officers shall be clean shaven, except that they may have mustaches which do not extend below the upper lip line.

b. Female Officers

- i. Many hairstyles are acceptable as long as they are neat and do not interfere with officers' assigned duties or uniform headgear. It is not possible to address every acceptable or non-acceptable hairstyle; therefore, it is the responsibility of supervisors at all levels of the organization to exercise good judgement in the enforcement of Department policy.

Hair must be clean, neat and combed. Hair will be worn no longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture, except the closely cut hair on the back of the neck. The length and bulk of the hair shall not be excessive or present a ragged, unkempt or extreme appearance. Hair may not extend beyond the bottom of the ear lobe. The bulk or length of the hair shall not interfere with the use of police equipment including head gear.

Hair that is clipped closely or shaved close to the scalp is authorized. Dyeing or highlighting hair is permitted, but members' hair color must be consistent with a naturally occurring color range and must be professional in appearance. Members are prohibited from dyeing hair in patterns or prints.

- ii. Wigs or hairpieces are permitted if they conform to the above standards.

c. Non-Sworn Members:

- i. Hair shall be clean, neat and combed. As with sworn members, ragged, unkempt or extreme hairstyles and/or colors are prohibited. Hair styles shall conform to normally accepted business practices and shall not interfere with job duties.
- ii. Neatly trimmed beards and/or mustaches are permitted for male non-sworn members who are not assigned to uniform duty.

**XXII
POLITICAL ACTIVITY**

Members shall be permitted to participate fully in public affairs and political activities except as provided by law and City policy.

Members are prohibited from:

- a. Using their official capacity to influence, interfere with, or affect the results of an election.
- b. Otherwise engaging in prohibited partisan activities on the Federal, State, County or Municipal level.

**XXIII
PAYMENT OF DEBTS**

Members shall not undertake any financial obligations which they know or should know they will be unable to meet, and shall pay all just debts when due. Repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be the cause of discipline, provided that a good faith effort to settle all accounts is being undertaken. Members who are in a superior/subordinate relationship (other than immediate family members) shall not co-sign notes.

**XXIII
RESIDENCE**

Members shall be able to respond to the Department within 60 minutes of notification.

**XXIV
TELEPHONE**

Members shall have a cell phone/telephone and shall immediately report any changes of telephone numbers or addresses in writing to the Office of the Chief.

**XXVI
DISSEMINATION OF INFORMATION**

Members must exercise care in determining which Department information is confidential and which is public information. Confidential information shall be disseminated only to those with a need to know in accordance with Department procedures. Members may remove or copy official records or reports only in accordance with Department procedures. Members shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

**XXVII
DEPARTMENT REPORTS**

Members shall submit reports in a timely manner in accordance with Department procedures. Reports shall be truthful and complete, and no member shall knowingly make any inaccurate, false or improper report.

**XXVIII
PROCESSING PROPERTY AND EVIDENCE**

Property or evidence shall be processed in accordance with Department procedures. Members shall not manufacture, conceal, falsify, destroy, remove, tamper with, withhold or convert to their own use, any property or evidence, except in accordance with Department procedures.

**XXVIII
DEPARTMENT RESOURCES**

Department resources shall not be used except for the purpose for which they are intended. Members shall use these resources in the most effective and efficient manner. Members are responsible to properly safeguard and maintain individual equipment issued to them by the Department.

Richard L. Lewis
Chief of Police

SPAC Policy Review Tracking

Policy	Current Status	Prior Status	Prior SPAC Review	Proposed By	Meeting Date
#26.3.1, Uniform	Final		1st review	SPAC	6/3/2021
#26.1.1, Code of Conduct, re: section XXI, Personal Appearance	Final		1st review	SPD	6/3/2021
re: workplace relationships. In addition to City Admin Reg 03-07.11	In-progress	In-progress	Not previously reviewed by SPAC	SPD/ SPAC	Future
#36.1.2, In-Car Video	In-progress	In-progress	Not previously reviewed by SPAC	SPD	Future
#1.5.1, Use of Force, re: HB4301, emphasize de-escalation, form Use of Force committee	Final	In-progress	Draft reviewed December 2020	SPD	5/6/2021
#26-1-1, Code of Conduct, re: Section XVII, Business Cards	Final	In-progress	Not previously reviewed by SPAC	SPD	5/6/2021
#36.1.1, Body-Worn Camera, re: Brittney de Alicante input	Final	Final	Draft reviewed December 2020, Final shared April 2021	SPD	5/6/2021
For 6/3/21 meeting					