



Apex Police Department General Order



Title: Appearance and Uniform Regulations		Order Number 306-21
Effective Date: April 23, 2021	Amends: General Order 306-20	
CALEA Standard: 26.1.1, 22.1.6, 41.3.4, 41.3.5, 41.3.6	Rescinds: Special Order S002-21	
Reference: GO 301 – Code of Conduct GO 303 – Awards and Commendations GO 315 – Court Attendance and Procedures GO 604 – Inspections GO 1503 – SRT Vehicle, Equipment, and Uniform Standards GO 1304 – Honor Guard Program GO 1701 – Canine (K-9) Unit Program	Pages: 22	
Forms: F306 - Request for Uniforms/Equipment F306a – Uniform Alteration Approval		

Appearance and Uniform Regulations

Purpose

The purpose of this directive is to establish general guidelines on uniforms, equipment, and appearance of the employees of the Apex Police Department.

Policy

It is the policy of the Apex Police Department (APD) to promote uniformity and a professional appearance within the department and prevent the use of unauthorized or substandard equipment. Only those items of clothing and equipment authorized and/or issued by the APD will be worn or carried by employees, with exceptions noted in this General Order. Purchasing or otherwise obtaining additional or duplicate items of clothing and/or equipment without authorization from the department is strictly prohibited.

Procedures

General

1. The Quartermaster is responsible for the issuance and collection of all department uniforms,

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equipment, and related supplies.

- The Quartermaster is responsible for maintaining a current list of authorized clothing (uniforms) and equipment for each division, unit, section, specialized team, and/or function.
 - The Quartermaster will ensure that all issued uniform and equipment items are entered into the employee's records.
2. Specified personnel will be provided uniforms and equipment particular to their assigned positions. Uniforms are replaced on an as-needed basis. Personnel in selected positions may receive a clothing allowance in addition to or in lieu of being provided uniforms.
 3. When changing from one assignment and/or rank to another, members are responsible for turning in or exchanging uniform or equipment items.
 4. Requests for new, additional, or replacement uniforms or equipment will be made on form F306 – *Request for Uniforms/Equipment* and forwarded to the Quartermaster through the chain of command.
 5. All uniforms and equipment issued by the department remain the property of the Town of Apex (TOA) and must be returned upon leaving employment for any reason, when requested by the Quartermaster or a supervisor, when no longer needed for the duties of the assignment (i.e., no longer a member of a specialized team), and/or when damaged, worn or otherwise unserviceable.
 6. While on-duty and/or acting in an official capacity, employees will only wear, carry, or use uniforms, equipment, and accessories which are approved and issued by the department, otherwise approved as an exception, or meet the criteria listed in this General Order.
 - Requests for exceptions will be requested in writing and forwarded to the Chief of Police through the chain of command for review. The request must contain the reason for the exception.
 - Division Commanders will review the request and indicate their opinion regarding the request before forwarding the request to the Chief of Police through the chain of command.
 7. Employees are responsible for the care, upkeep, and security of issued uniforms and equipment. They will take reasonable precautions to ensure all items are correctly used, maintained, and secured from loss, theft, or unauthorized use.

Uniform Committee

1. The APD recognizes that department employees' professional appearance is integral to the total law enforcement function. Standards have been developed to fulfill the department's

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operational needs and reflect favorably on the department and police profession.

2. A Uniform Committee has been established to coordinate suggestions, ideas, research, and implementation of initiatives relating to uniforms and attire. The Uniform Committee is facilitated by a designee determined by the Chief of Police, with representation from each division and other personnel from the department as needed. The Uniform Committee reports to the Administrative Division Commander.

Uniform Classes and Clothing (22.1.6) (41.3.4)

1. Sworn officers will wear the uniform of the day while on-duty or when representing the department in an official capacity. Uniforms will be identified as Class A, Class B, Class C, Class D, Class E, Training, Explorer, CAPA, Police Chaplain, Casual Attire, and Civilian Business Attire. Specialized duties such as bicycle, motorcycle patrol, and Special Response Team (SRT) will have a uniform designed for those duties.
2. Class A Uniform is designated as a dress uniform to be worn for formal events such as graduations, funerals, ceremonies, etc. For sworn-line and supervisory staff, the Class A Uniform will consist of:
 - Navy blue jacket with department insignia, metal badge or rank-specific badge patch, and metal nameplate
 - Navy blue, long-sleeve uniform shirt with department insignia, metal badge, nameplate, and ribbons
 - Black T-shirt (41.3.4)
 - Navy blue tie with an appropriate tie pin
 - Navy blue trousers
 - Black dress uniform shoes or boots with black laces, shined to a high gloss
 - Navy blue or black socks (41.3.4)
 - **NOTE:** White socks may be worn if high top boots are also worn, which completely cover the sock
 - Round Air Force style hat
 - Full duty belt as defined below

For Command and Executive staff, the Class A Uniform will consist of:

- Navy blue, formal blouse coat with rank on the collar, department insignia on the shoulders, metal badge, nameplate, and ribbons pinned in the appropriate place
- White, long-sleeve uniform shirt with appropriate insignia, metal badge, and nameplate
- White T-shirt (41.3.4)
- Navy blue tie with an appropriate tie pin
- Navy blue dress trousers
- Black leather or nylon belt with plain black, silver, or brass colored buckle, or a hook and loop type closure
- Black dress uniform shoes or boots with black laces, shined to a high gloss

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Navy blue or black socks (41.3.4)

- **NOTE:** White socks may be worn if high top boots are also worn which completely cover the sock

- Round Air Force style hat with hat badge and ribbon

For the Police Chaplain, the Class A Uniform will consist of:

- Navy blue, formal blouse coat with faith-based designation on the collar, department insignia on the shoulders, metal badge, nameplate, and ribbons pinned in the appropriate place
- White, long-sleeve uniform shirt with appropriate insignia, metal badge, and nameplate
- Navy blue tie with an appropriate tie pin
- White T-shirt (41.3.4)
- Navy blue dress trousers
- Black leather or nylon belt with plain black, silver, or brass colored buckle, or a hook and loop type closure
- Black dress uniform shoes or boots with black laces, shined to a high gloss
- Navy blue or black socks (41.3.4)
 - **NOTE:** White socks may be worn if high top boots are also worn which completely cover the sock
- Round Air Force style hat with hat badge and ribbon, if issued

3. Class B Uniform is designated for general patrol duty and is authorized to be worn by the APD's sworn police officers. Class B Uniform will consist of:

- Navy blue jacket with department insignia, metal badge or rank-specific badge patch, and metal nameplate
- Department issued sweater
- Department issued raincoat (authorized to be worn during inclement weather)
- Department issued traffic safety vest (authorized to be worn as required by applicable written directives)
- Navy blue uniform shirt with department insignia, metal badge, nameplate, and optional wearing of ribbons, in long or short sleeve
 - **NOTE:** Officers at the rank of Lieutenant and above are authorized to wear white shirts and patent leather duty belt with brass keepers, etc., for non-patrol duty events and assignments
 - When the white uniform shirt is worn, a white T-shirt will take the place of a black T-shirt. (41.3.4)
- Black T-shirt or turtleneck (41.3.4)
 - **NOTE:** T-shirts will not have any logos, markings, or embroidery; turtlenecks may only have the letters APD embroidered in white; other logos, embroidery, etc. are prohibited
- Navy blue trousers
- Black shoes or boots with black laces and navy blue or black socks (41.3.4)
 - **NOTE:** White socks may be worn if high top boots are worn which completely

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- cover the sock
 - **Shoes or boots may have mesh style material but must be cleaned daily**
 - Department issued Air Force style hat with hat badge and ribbon, baseball cap, or cold weather hat (whichever is appropriate for the assignment and duties or as directed by a supervisor)
 - Duty belt consisting of duty weapon, weapon light, and holster; magazine pouches with magazines; handcuff case with handcuffs; portable radio with belt attachment; Electronic Control Device (ECD) and holster; OC spray; a collapsible baton; and belt keepers as needed
 - **NOTE:** All less-lethal instruments that the officer is trained, certified, and authorized to carry and that are issued are required
 - Issued body armor
4. Class C Uniform is designated for special events and/or assignments. Wearing of the Class C Uniform for other than special events must be approved by the Division Commander and is not intended for daily wear. The Class C Uniform will consist of:
- Navy blue jacket with department insignia, metal badge or rank-specific badge patch, and metal nameplate
 - Department issued raincoat (authorized to be worn during inclement weather)
 - Department issued traffic safety vest (authorized to be worn as required by applicable written directives)
 - Polo shirt with department insignia, rank-specific badge patch, and embroidered name in short sleeve
 - Tan cargo-style pants
 - **Black shoes or boots with black laces and navy blue or black socks (41.3.4)**
 - **NOTE:** White socks may be worn if high top boots are worn which completely cover the sock
 - **Shoes or boots may have mesh style material but must be cleaned daily**
 - If a T-shirt is worn, it will not be visible at the sleeves
 - **NOTE:** T-shirts will be black or navy blue and will not have any logos, markings, or embroidery
 - Department issued baseball cap or cold weather hat
 - Black leather or nylon belt with plain black, silver, or brass colored buckle, holster containing duty weapon (with a light attached), and single weapon magazine/handcuff case containing magazine and handcuffs
 - When carrying out field duties, officers will have their issued portable radio available and will wear their issued body armor
 - Alternatively, officers may choose to wear the full-duty belt as described in the Class B Uniform section
5. Class D Uniform is designated as the tactical uniform for sworn police officers assigned to the Special Response Team (SRT). The Class D Uniform will be worn for training and operations of the SRT only and is not intended to be used for daily wear. The Class D Uniform is outlined in General Order 1503 – *SRT Vehicle, Equipment, and Uniform Standards*.

6. Class E Uniform is designated for civilian employees. The Class E Uniform will consist of:

- Department jacket/sweater, if issued
 - **NOTE:** Personal jackets/sweaters will not have any logos, markings, or embroidery other than the manufacturer's logo, such as Columbia, North Face, etc.
- Employees will wear shirts selected from the list of business professional shirts supplied through vendor(s) used and approved by the TOA
- All departmental issued clothing will have an approved, civilian logo embroidered on the left chest area
- If a T-shirt is worn while wearing a polo shirt, it will not be visible at the sleeves (41.3.4)
 - **NOTE:** T-shirts will be white and will not have any logos, markings, or embroidery
- Tan, black, blue, or grey trousers as approved
- Black or brown leather or nylon belt with plain black, silver, or brass colored buckle, or a hook and loop type closure
- Shoes should be a neutral, earth-tone based color
- Navy blue, black, or brown socks or neutral colored stockings (41.3.4)
- The following are not authorized as appropriate attire:
 - Jeans or any denim clothing
 - Athletic wear (yoga-style pants, leggings, etc.)
 - Clothing with insignia
 - Shorts, tank-tops, t-shirts, flip flops, etc.

7. The Motorcycle Officer Uniform is designated for sworn police officers assigned to motorcycle duties and will consist of:

- Motorcycle helmet – DOT approved with attached radio equipment
- Departmental-issued, navy blue baseball cap or approved black baseball cap with embroidery may be worn only while the officer is not operating his/her motorcycle
 - The approved black baseball cap must comply with the following:
 - The embroidery on the front of the hat will be centered and read "APEX POLICE MOTOR UNIT" and include a department-approved, motorcycle unit insignia
 - The embroidery on the rear of the hat will be centered at the bottom of the hat and read the officer's last name in capital letters
- Eye protection – safety glasses with clear and/or smoked lenses
 - **NOTE:** If the helmet has a protective shield, the wearing of additional eye protection is not required
- High visibility motorcycle shirt – yellow, long-sleeve, high-visibility shirt with reflective markings, embroidered badge, full color "APEX POLICE" patches, and other appropriate insignia as approved
 - **NOTE:** If the long-sleeve, high-visibility motorcycle shirt, and approved elbow pads are worn, the wearing of the motorcycle jacket is not required
- High-visibility motorcycle shirt – yellow, short-sleeve, high-visibility shirt with

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reflective markings, embroidered badge, full color "APEX POLICE" patches, and other appropriate insignia as approved is authorized for special events such as Bike Safe, town festivals, NC State Fair

- **NOTE:** If a short-sleeve motorcycle shirt is worn, the officer must wear a motorcycle jacket while operating the motorcycle
 - Jacket - Motorcycle jacket with reflective markings, full color "APEX POLICE" patches, and other appropriate insignia
 - Riding gloves – full-fingered
 - Elbow pads – Will be worn under the yellow, long-sleeve, high-visibility motorcycle shirt if no motorcycle jacket is worn
 - Black T-shirt (41.3.4)
 - Motorcycle pants – All-weather with reflective markings
 - Turtleneck shirt – Black or navy blue
 - **NOTE:** Turtlenecks may only have the letters APD embroidered in white; other logos, embroidery, etc. are prohibited
 - Boots – Issued riding boots, black in color
 - Navy blue or black socks (41.3.4)
 - Rain suit – Blue with reflective markings
 - Duty belt consisting of duty weapon, weapon light, and holster; magazine pouches with magazines; handcuff case with handcuffs; portable radio with belt attachment; ECD and holster; OC spray; collapsible baton; and belt keepers as needed
 - **NOTE:** All less-lethal instruments that the officer is trained, certified, and authorized to carry and that are issued are required
 - Issued body armor
8. The Bicycle Officer Uniform is designated for sworn police officers assigned to bicycle duties and will consist of:
- Bicycle helmet
 - Uniform shirt with "POLICE" markings
 - Uniform shorts
 - Uniform pants
 - Black T-shirt (41.3.4)
 - Baseball cap with "POLICE" markings
 - Black shoes or boots with black laces and navy blue or black socks (41.3.4)
 - **NOTE:** White socks may be worn if high top boots are worn which completely cover the sock
 - Shoes or boots may have mesh style material but must be cleaned daily
 - Black padded/bicycle gloves
 - Duty belt consisting of duty weapon, weapon light, and holster; magazine pouches with magazines; handcuff case with handcuffs; portable radio with belt attachment; ECD and holster; OC spray; collapsible baton; and belt keepers as needed
 - **NOTE:** All less-lethal instruments that the officer is trained, certified, and authorized to carry and that are issued are required
 - Issued body armor

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9. The Canine (K-9) Handler uniform is designated for sworn police officers assigned to K-9 Handler duties and will consist of:
 - Navy blue utility-style shirt with department insignia, badge, nameplate, in long or short sleeve
 - Navy blue utility-style pant
 - Black T-shirt or turtleneck (41.3.4)
 - **NOTE:** T-shirts will not have any logos, markings, or embroidery; turtlenecks may only have the letters APD embroidered in white; other logos, embroidery, etc. are prohibited
 - Navy blue jacket with department insignia, metal badge or rank-specific badge patch, and metal nameplate
 - Baseball cap with "POLICE" markings, optional
 - Department issued raincoat (authorized to be worn during inclement weather)
 - Navy blue or black socks (41.3.4)
 - Black shoes or boots with black laces and navy blue or black socks (41.3.4)
 - **NOTE:** White socks may be worn if high top boots are worn which completely cover the sock
 - Shoes or boots may have mesh style material but must be cleaned daily
 - Duty belt consisting of duty weapon, weapon light, and holster; magazine pouches with magazines; handcuff case with handcuffs; portable radio with belt attachment; ECD and holster; OC spray; collapsible baton; and belt keepers as needed
 - **NOTE:** All less-lethal instruments that the officer is trained, certified, and authorized to carry and that are issued are required
 - Issued body armor
10. The Honor Guard Uniform is designated for sworn police officers assigned to the APD Honor Guard. The Honor Guard Uniform will be worn for the Honor Guard's authorized activities only and is not intended for daily wear. The Honor Guard Uniform is outlined in General Order 1304 – *Honor Guard Program*.
11. The Training Uniform is designated for employees to wear for approved training sessions (departmental in-service, training sessions at the North Carolina Justice Academy, or other approved training sessions where this type of uniform is appropriate), subject to the direction given by the instructor. The Training Uniform will consist of:
 - For Sworn Employees:
 - The Class B Uniform or
 - The Class C Uniform or
 - Another class of uniform if appropriate for the specific training and if pre-approved by the Administrative Division Commander or higher-ranked authority, or
 - If assigned as a Motorcycle, Bicycle, or K9 Officer, the approved uniform for those duties
 - For Civilian Employees:

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- The Class E Uniform or
 - Casual Attire or
 - Civilian Business Attire
- For Driver's Training, Firearms, SCAT, and other similar active and often hands-on based training, employees are authorized to wear BDU style clothing that is appropriate for the training and pre-approved by the lead instructor
 - Jeans, shorts, warm-ups, tank tops, t-shirts, sneakers, etc. are prohibited unless this dress is appropriate for the training and pre-approved by the lead instructor
12. Casual Attire may be worn, depending on assignment or function, by any department member as authorized by the Chief of Police. Casual Attire is personally owned by the employee and will be free from insignia that is profane or otherwise inappropriate for a professional law enforcement agency. All employees engaging in an event, function, or assignment where the wearing of the proper class of uniform is not required, are expected to wear Casual Attire that is appropriate for the position they hold and the particular assignment, keeping in mind the work location and people they interact with (i.e., other employees, the public, etc.). Casual Attire consists of:
- Trousers, slacks, or dress pants
 - Polo or button style shirt with a collar (female employees may wear a blouse or other professional attire)
 - Dress or casual shoes
 - The following are not authorized as Casual Attire:
 - Jeans or any denim clothing
 - Athletic wear (yoga pants, leggings, etc.)
 - Clothing with insignia larger than the size of a shirt pocket, unless the insignia is from a professional police organization (i.e., FBI National Academy, SPI, AOMP, NC State Justice Academy, etc.)
 - Any clothing with insignia, embroidery, or markings that are profane, derogatory, or demeaning
 - Shorts, tank-tops, T-shirts, sneakers, flip flops, etc.
13. Civilian Business Attire may be worn, depending on assignment or function, by any department member as authorized by the Chief of Police. Civilian Business Attire is personally owned by the employee and will be free from insignia that is profane or otherwise inappropriate for a professional law enforcement agency. All employees engaging in an event, function, or assignment, where wearing of the proper class of uniform is not required, are expected to wear Civilian Business Attire that is appropriate for the position they hold and the particular assignment, keeping in mind the work location and people they interact with (i.e., other employees, the public, etc.). Civilian Business Attire consists of:
- Male Employees:
 - Suit or sport coat
 - Dress shirt
 - Tie

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- Dress trousers, pants, or slacks
- Dress shoes
- Female Employees
 - Generally accepted business clothing
 - **Sleeved Dress**
 - **Dress trousers, pants, or slacks**
 - Dress shoes
- The following are not authorized as Civilian Business Attire:
 - Clothing made of denim or a similar material
 - Athletic wear (**yoga pants, leggings, etc.**)
 - Clothing with insignia larger than the size of a shirt pocket
 - Any clothing with insignia, embroidery, or markings that are offensive, derogatory, demeaning, or profane
 - Shorts, tank-tops, t-shirts
 - Sneakers, hiking boots/shoes, casual shoes, flip flops, etc.

14. The Explorer Uniform is addressed in the Explorer Program Manual.

15. The Citizens Assisting Police in Apex (CAPA) Uniform is addressed in the CAPA Manual.

16. Sworn officers operating a marked patrol vehicle will wear the appropriate class of uniform as appropriate for their duties and will only wear Civilian Business Attire or Casual Attire if pre-approved by the Administrative Division Commander or higher-ranked authority.

Uniform Provisions Specific to Divisions, Executive Staff, and Light Duty

Office of the Chief of Police

1. Sworn staff assigned to the Office of the Chief of Police and Professional Standards Unit will wear the Class B Uniform for regular duties.
 - The Chief of Police or Deputy Chief of Police may authorize the Class C Uniform, Casual Attire, or Civilian Business Attire on an occasional basis, when it would be more appropriate.
2. Civilian staff assigned to the Office of the Chief of Police and Professional Standards Unit will wear Casual Attire, Civilian Business Attire, or Class E Uniform.

Administrative Division

1. Sworn staff assigned to Support Services, Crime Prevention, and Training Unit will wear the Class B Uniform for regular duties.
 - The Administrative Division Commander may authorize the Class C or other uniform for

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specific details, events, or assignments where another uniform will be more appropriate (i.e., Youth Enrichment Camp); however, the Class C uniform will not be worn during regular duty, at schools, or on a regular basis.

2. Civilian staff assigned to the Administrative Division will wear the Class E Uniform for regular duties.
 - The Administrative Division Commander may authorize civilian staff to wear other clothing appropriate for specific events (i.e., processing evidence, destruction activities, Communications Center cleaning, computer inventory, surplus, etc.).
3. With the Administrative Division Commander's approval, officers assigned to the division and wearing the Class B Uniform may elect to carry only their sidearm, holster, and magazine/handcuff case on their uniform belt or a solid black garrison belt when engaged in administrative duties.

Criminal Investigations Division (CID)

1. Personnel assigned to the division will wear Civilian Business Attire for regular duties.
 - The CID Commander may authorize other clothing for specific details, events, or assignments where it will be more appropriate (i.e., scene investigations, etc.).
2. While on duty and in public, sworn personnel assigned to the division may wear administrative duty gear to include their department-issued weapon and holster, magazine pouch, handcuffs, and must have their police credentials readily accessible.
 - **NOTE:** Officers assigned to undercover or taskforce type duties may deviate from this requirement as approved by the CID Commander.
3. Officers assigned to the division may wear undercover jackets that have hidden POLICE identification.
4. Officers assigned to undercover or task force type duties may wear clothing as approved by the Criminal Investigations Division Commander.
5. Officers assigned to the division who are called to a scene while off-duty may wear the Class B Uniform, Class C Uniform, Casual Attire, or other attire that is appropriate for the conditions of the scene and weather, while maintaining a professional image as determined by the CID Commander or another command officer of the rank of Captain or above.
6. The Victim Advocate will wear Casual Attire, Civilian Business Attire, or the Class E Uniform.

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Patrol Division

1. Personnel assigned to the division will wear the Class B Uniform for regular duties.
 - The Patrol Division Commander may authorize the Class C Uniform or other uniform for specific details, events, or assignments where it will be more appropriate; however, the Class C uniform will not be used for regular duty or on a regular basis.
2. Patrol Division officers also assigned to the Bicycle Unit are authorized to wear the Bicycle Officer Uniform while engaging in Bicycle Unit activities. Additionally, members of the Bicycle Unit will wear the issued helmet with the chinstrap fastened at all times while riding.
3. Patrol Division officers also assigned to motorcycle operations are authorized to wear the Motorcycle Officer Uniform while engaging in motorcycle operations. Additionally, motorcycle operators will wear the issued helmet at all times while riding.

Apex Field Training & Evaluation Program

1. Patrol Division officers assigned as Field Training Officers (FTOs) who have a trainee in Phase IV of the Field Training Program may wear the following:
 - Class C Uniform
 - Casual Attire
 - Casual Attire with issued BDU style pants
2. Regardless of uniform, in accordance with this and other applicable written directives, all FTOs will wear their issued body armor while engaging in field duties.
3. FTOs will have their credentials, issued portable radio, and other necessary equipment.
4. FTOs may choose to wear the full duty belt as described in the Class B Uniform section or may wear the following:
 - Black leather or nylon belt with plain black, silver, or brass colored buckle, holster containing duty weapon (with a light attached), and single weapon magazine/handcuff case containing magazine and handcuffs

Executive Staff

1. Members of the Executive Staff are authorized to wear any class of uniform, Casual Attire, or Civilian Business Attire, as deemed appropriate for their duties.

Light Duty Personnel

1. Division Commanders will determine the most appropriate uniform for personnel on light-duty status due to injury, etc., who are assigned to their division, subject to the provisions of

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this General Order.

2. Sworn personnel who are unable to carry out the duties of a police officer will not wear the Class A, B, C, or D Uniform.

General Guidelines

1. Uniforms and equipment issued by the department are authorized to be worn/used only in conjunction with official duties pursuant to the employee's job description.
 - Uniforms and garments bearing the insignia of the APD will be worn only while on-duty, engaging in department authorized activities to include extra-duty details or community events, and while traveling directly to and from duty. No part of the distinguishable police/department uniform will be worn on the street or other public places in conjunction with civilian clothing when the employee is off-duty.
2. Uniforms, clothing, and equipment are subject to inspection as outlined in General Order 604 – *Inspections* and other applicable written directives at the discretion of supervisors and command officers.
3. All uniforms will be kept neat, clean, and well-pressed at all times and worn in the intended manner. Leather equipment, including shoes or boots, will be black in color, properly maintained, polished if applicable, and kept clean. Badges, buckles, buttons, and other metallic items will be polished.
4. The metal badge on uniform shirts, jackets, and raincoats for sworn officers will be worn on the left breast on the outermost garment. If the outermost garment has a sewn-on, rank-specific badge patch, the pinning of the metal badge is not necessary.
 - Only sworn and properly certified police officers will wear any badge, patch, or insignia indicating police officer status.
5. Jackets or shirt collars will not be worn in an upturned position. However, the collar on the coat may be upturned during cold weather when necessary if exposed to the elements for extended periods. Issued cold weather hats may be worn when exposed to extreme weather conditions for prolonged periods.
6. Uniform shirts will be properly buttoned and tucked in unless the design of the shirt is for it to be worn outside the belt (i.e., BDU shirts).
7. No visible pin, jewelry, or medal will be worn on or with the uniform or in casual attire or civilian business attire while the employee is working or carrying out duties related to their employment unless issued or approved by this or other applicable written directives, authorized by the Chief of Police, or that meets one of the following exceptions:

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- Rings may be worn that are of a traditional size (i.e., wedding ring, college ring, etc.) and do not contain insignia of any criminal or subversive organization or other insignia that would not be considered professional for a law enforcement employee
- One wristwatch/timepiece that is of traditional size and does not contain insignia of any criminal or subversive organization or other insignia or color that would not be considered professional for a law enforcement employee may be worn
- Female, sworn officers may wear small earrings with small posts that are silver or gold in color, or are made from genuine/faux, semi-precious/precious stones
- Civilian employees may wear jewelry, including up to three earrings per ear that are small and do not exceed an inch in length or diameter, and may wear a small single nose ring or stud-style piece of jewelry from the right or left nostril which is silver or gold in color, or made from genuine/faux, semi-precious/precious stones
 - **NOTE:** Rings, posts, piercings, and the like will not be worn in any other body part that remains visible while on duty and/or in uniform

8. Socks will be neutral in color and free of profane or derogatory logos or writings.

9. Gloves will be black or navy blue in color, serviceable, free of holes, rips, and tears.

10. When worn in conjunction with any uniform, t-shirt sleeves will not extend beyond the length of the uniform shirt sleeve.

11. When worn in conjunction with any uniform, the tie will always be fully clipped over a buttoned collar, when in view of the public.

Other Provisions

1. Employees attending any court, judicial, or administrative trial, hearing, or proceeding will wear the appropriate class of uniform and/or attire as outlined in this General Order and General Order 315 – *Court Attendance and Procedures*:

- The Class B Uniform (for sworn employees)
- The Class E Uniform (for civilian employees)
- Civilian Business Attire

2. Officers performing authorized extra-duty work will wear the Class B Uniform.

3. The Chief of Police will decide questions concerning details of uniform dress or personal appearance not covered by this General Order.

4. Employees are responsible for lost, stolen, misplaced, altered, or damaged items. Whenever such loss is attributed to employee neglect or carelessness, such employees may be subject to disciplinary action and reimbursement to the Town pursuant to department and TOA policies.

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5. Items of non-issued apparel or identification (i.e., baseball caps, shirts, jackets, badges, etc.) bearing the full or partial name or insignia of the APD are prohibited. No employee will wear, display, purchase, order, contract for, or provide department insignia to any vendor unless expressly authorized by the Chief of Police.
6. Employees will not alter any part of a uniform without permission of the Administrative Division Commander.
7. Employees will submit form F306a – *Uniform Alteration Approval* before having alterations completed on their uniforms.

Uniform Allowance and Private Purchase of Uniform Items (22.1.6)

1. Officers at the rank of Sergeant and below who are assigned to the CID may be given a clothing allowance to be dispersed half in July and half in January of the fiscal year. The amount will be based on the current fiscal year budget as approved by the Town Manager and Town Council.
2. Consistent with this General Order and applicable policies and practices of the TOA and the APD, and pending budgetary approval, the department issues most equipment and clothing necessary specific to the duties of each employee.
 - However, if an employee desires to use an item of equipment or apparel not issued, he/she may request approval for the item. The request should be submitted in writing to the Chief of Police through the chain of command and must include the specifications of the item and the reason it is desired for use.
 - To ensure uniformity and prevent the use of unauthorized or substandard items, the department reserves the right to determine appropriate specifications of all personal equipment and apparel carried, used, or worn by employees while on duty. Personal equipment and apparel not issued by the department must meet the applicable specifications and must be used only as authorized.
 - The Chief of Police may require a sample of the item and may request that it be tested under conditions typical for department employees.
 - The Chief of Police will make a determination if the item is to be approved for individual use, be approved for department-wide purchase and use, or not approved
 - The TOA and the APD is not responsible for the repair or replacement of personal equipment and apparel.
3. Officers may obtain, at their own expense for use on-duty, any of the following equipment: (41.3.4)
 - Gloves that resist cuts and punctures for conducting searches
 - Pocket knives, which may only be carried in or attached to the inside of a pocket, with a blade not to exceed three inches
 - Sunglasses that do not have mirrored or multi-colored lenses

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- Black, crewneck T-shirts
- Navy blue, black, or white socks
- Personal cellular phone

Prohibited and Restricted Equipment

1. Certain equipment is prohibited from being carried or possessed while an employee is on-duty, working an authorized extra-duty detail, engaged in department sanctioned activities, in any form of department uniform, or while acting in any official capacity. This includes, but is not limited to, the following:
 - Blackjacks of any kind
 - Brass knuckles of any kind
 - Weapons, including firearms and less-lethal instruments, which are not issued and/or approved by the department for official use (small utility-type knives designed for use as a tool are permissible as outlined above)
 - Ammunition other than department-issued or authorized
 - Contraband, illegal or non-prescribed drugs, and alcoholic beverages, except in the performance of duty while taking those items into custody for evidentiary purposes or as part of an investigation or detail that is pre-approved by the Chief of Police

Uniform Standards (22.1.6)

1. APD-approved shoulder patches will be worn on each sleeve, centered $\frac{3}{4}$ inch below the shoulder seam, on all shirts and jackets.
2. Corporal and Sergeant rank insignia patches will be sewn $\frac{3}{4}$ inch below the center of the shoulder patch.
3. Collar insignia is to be worn centered between the inside and outside edges of the collar and one inch above the lower edge of the collar with the insignia parallel to the collar's front edge. Collar insignia will be worn for the ranks of Lieutenant and above.
4. All officers will wear a nameplate. The nameplate will be worn on the right side of the shirt and jacket (if so designed), centered over the pocket, and placed $\frac{1}{4}$ inch above the top of the pocket.
5. Award ribbons will be worn above the nameplate as outlined in General Order 303 – *Awards and Commendations*.
6. While on-duty, officers will carry or have in their immediate possession, those authorized uniform and equipment items necessary for the proper performance of their duties.
7. Members will not loan any part of their equipment, uniform, official police credentials, access cards, or keys to anyone without written permission of the Chief of Police.

Appearance and Uniform Regulations

8. All sworn officers will, regardless of assignment, maintain a regulation uniform in serviceable condition, ready to be worn, and subject to inspection at any time.

Body Armor (41.3.5)

1. Sworn officers in the Patrol and CID Divisions will always wear department-issued body armor while on-duty, working extra-duty details, and engaging in department-sanctioned activities under the following circumstances:
 - When in Class B Uniform
 - When on patrol or engaged in any field duties
 - On special operations or when responding to calls for service where there is reason to believe that weapons have been or could be present at the incident location
 - When engaged in an organized search
 - During activations of the Special Response Team (SRT)
 - During any pre-planned, high-risk situations (i.e., execution of a search warrant)
 - **NOTE:** Body armor is not required if the execution of a search warrant is not a high-risk situation, such as serving a warrant for paperwork at the administrative offices of an organization, etc. (41.3.6)
2. Sworn officers of the Administrative Division or other officers assigned to administrative duties or duties other than regularly assigned field operations, may use his/her own discretion as to the wearing of body armor. However, officers assigned to administrative duties are not exempt from the provisions above when actively engaged in the field operation portion of a high-risk situation. (41.3.6)
3. While in the police facility, officers are not required to wear body armor.
4. Officers who do not wear their issued body armor pursuant to an exception as outlined above must have their body armor readily available while engaged in field operations.
5. When body armor is worn in an outside carrier covering the uniform metal badge or badge patch, or when the body armor carrier is worn in conjunction with Casual Attire or Civilian Business Attire, the officer will ensure the carrier has a POLICE OFFICER patch and/or a police officer badge (metal or patch) clearly visible on the outer-most garment.

Hats

1. When in uniform (regular assignment or extra-duty details), officers will wear the formal uniform hat placed squarely on the head under the following circumstances:
 - While attending formal ceremonies such as parades and funerals
 - While wearing the Class A Uniform
 - As directed by any command officer

Appearance and Uniform Regulations

2. During public events (i.e., Peak Fest, parades, etc.), the issued baseball cap, cold weather hat, or, if determined to be appropriate by the Incident Commander, the formal hat will be worn.
 - It is preferable for sworn members of the command staff to wear the formal hat during public events.
3. At other times, the wearing of the uniform hat is optional. However, due to the immediate identification and professional appearance the hat can provide, it is preferable for the hat to be worn while working outdoor events and athletic contests, while directing traffic in non-emergency situations, and while working a walking patrol assignment.

Mourning Bands

1. Mourning bands are worn as a visible sign of respect for active or retired law enforcement officers at the time of their death. Officers may wear mourning bands under the following circumstances or at the direction of the Chief of Police:
 - Upon official notification of the death of any NC law enforcement officer, until midnight the day of the funeral
 - While attending a retired law enforcement officer's funeral
 - While attending any law enforcement officer's funeral in or out of state
 - While attending any memorial service honoring law enforcement officers killed in the line of duty
 - Following a significant national event involving the death of law enforcement personnel, as determined appropriate by the Chief of Police, typically for one week following the event
 - On National Peace Officer's Memorial Day (May 15)
 - During National Police Week

Cellular Phones

1. Employees may carry personal cell phones while on-duty. (41.3.4)
 - Employees who carry/use a personal cellular phone are expected to adhere to the procedures as outlined in TOA Safety Policy: 203 – *Motor Vehicle Use Policy and Procedure* and any other applicable written directive.
 - Employees must be aware that any use of personal cell phones for official purposes may subject the phone and its contents to review by the department, be subject to subpoena or court order, and/or release to the public in accordance with applicable North Carolina General Statutes relating to public records.
 - Employees will not use a personal cell phone or other personally owned cameras to take photos or video at crime scenes or incidents investigated by the department. (83.2.2 (d))
 - In rare circumstances, it may be in the best interest of a case for the officer to be able to take an immediate photo with a personal cell phone or camera

Appearance and Uniform Regulations

rather than wait for a department camera to be available (i.e., evidence may be destroyed by prevailing weather conditions, etc.).

- Under those circumstances, and with the approval of a supervisor, a personally-owned cell phone/camera may be used.
 - If a personally owned cell phone/camera is used, the officer will submit all photos/video as evidence and then delete the photos/video.
 - All photos/video taken in the course of official duties are the property of the APD and will not be shared, copied, or distributed without proper authorization.
2. Employees who are issued a department cell phone are expected to have the phone charged, turned on, and will adhere to the procedures as outlined in General Order 301 – *Code of Conduct*, TOA Administrative Policy: 103 – *Cell Phone and Mobile Device Policy* and TOA Safety Policy: 203 – *Motor Vehicle Use Policy and Procedure*, as well as other applicable written directives.
 3. The TOA and APD is not responsible for loss or damage to a personal cell phone. Employees who choose to carry a personal cell phone while on duty do so at their own risk.

Appearance Standards (22.1.6)

1. All employees are expected to present a professional appearance while on-duty or representing the TOA or APD.
2. All employees are expected to adhere to accepted standards of good personal hygiene and grooming while on duty or representing the TOA or APD.
3. To ensure a professional appearance and personal safety, all on-duty employees, whether in uniform or civilian attire, will be neatly dressed and groomed in accordance with contemporary, conservative standards as determined by the Chief of Police and as specified within this General Order.
4. All supervisors are expected to ensure that on-duty employees under their command present a neat appearance within these guidelines.
5. In select situations, employees assigned to special, non-patrol functions may deviate from these standards at the discretion of their Division Commander.
6. All employees will adhere to the guidelines as set forth in this order. When in doubt, employees should consult with their immediate supervisor or Division Commander before wearing any item or carrying any piece of equipment not specifically mentioned herein.

Grooming Standards (22.1.6)

1. Male, sworn officers will have kempt hair that is neat, clean, and combed. Hair will not be worn longer than the top of the shirt collar at the back of the neck when the head is in a normal posture. The bulk or length of the hair will not interfere with the wearing of headwear. Hair will not extend over the top of the ears and will maintain a professional appearance.
2. Female, sworn officers will have hair that is kempt, clean, and combed. Hair will not be worn longer than the top of the shirt collar at the back of the neck when the head is in a normal posture. The bulk or length of hair will not interfere with the wearing of headwear.
3. All employees will not have exotic cuts or styling that would interfere with headgear. All hairstyles must be tightly kempt. Hairstyles and cuts may not be worn that form a logo or pattern, and braids may not contain jewelry, beads, or other adorning items.
4. If used, hair coloring must look natural.
5. The wearing of facial hair by male employees will be allowed as follows:
 - Sideburns will not extend below the middle of the ear (if not wearing a beard)
 - Facial hair is allowed in the form of a mustache, beard, or goatee
 - Beards or goatees must be worn with a mustache
 - All facial hair will be well kempt, trimmed, clean, well-groomed, not be longer than ½ inch in length, and must present a professional, respectable appearance
 - If wearing facial hair, the neck will be cleanly shaven above the Adam's apple and stray hairs on the upper cheek will be shaven down to the beard's natural hairline to maintain a clean appearance
 - Beards must be "filled in" within two weeks of growth
 - Facial hair that exhibits patchiness or incomplete growth will not be permitted
 - Facial hair must not interfere with the employee's ability to use personal protective equipment
 - Colored or dyed facial hair (except dye used to match the officer's natural hair color) is prohibited
 - Faddish facial hair is prohibited
 - Any supervisor may order an officer to shave any facial hair that does not conform to these standards
 - The Chief of Police has final authority concerning approved facial hair and reserves the right to restrict the privilege of wearing facial hair at any time to preserve the image of the department and law enforcement profession

Other Grooming (22.1.6)

1. Employees will not wear jewelry that is gaudy, perverse, causes safety hazards, or interferes with normal duties.

Appearance and Uniform Regulations

2. Male employees will not wear earrings while on-duty. Exceptions to this rule may be made for officers working undercover assignments with the CID Commander's approval.
3. All sworn employees will not have an exposed body piercing, to include but not limited to tongue rings, eyebrow rings, or nose rings, while on-duty, in uniform, or representing the TOA or APD on official business.
 - Intentional, non-medical body modifications that cannot be concealed or eliminated, such as split tongues, gauged piercings, etc. are prohibited.
4. Facial make-up, if worn, will be conservative, in good taste, and moderate in application.
5. Fingernails will be neat, clean, and not of extreme length. Polish, if worn while in Class A, B, C, D, E, Bicycle, or Motorcycle Uniform, will be of same, single color on all digits. Multicolor combinations are not permitted.
6. The wearing of heavy perfume or scented lotions should be minimal and not affect others. All employees should be mindful that while working in a close-proximity environment, scents may bother others due to allergies, reactions, etc.
7. No employee will have exposed tattoos, brandings, or intentional scarring that are profane, distasteful, vulgar, or as outlined in this General Order. Exposed tattoos, brandings, or intentional scarring are subject to review to determine if they reflect the professional image of law enforcement. At the direction of the Chief of Police, employees may be required to cover any tattoo, branding, or intentional scarring while on-duty or in Class A, B, C, D, E, Bicycle, or Motorcycle Uniform.
 - Tattoos, brandings, or intentional scarring are not permitted on the head, face, ears, scalp, or hands.
 - **NOTE:** Tattoos, brandings, or intentional scarring that are gang-related; convey sexual, racial, religious, ethnic, or related intolerances; promote a partisan political statement or expression; or portray derogatory or profane characterizations contrary to the values of this department are prohibited.
8. Dental Ornamentation:
 - The use of gold, platinum, silver, or other veneer caps for the purpose of ornamentation is prohibited
 - Teeth, whether natural, capped, or veneered, will not be ornamented with designs, logos, jewels, initials, etc.
 - Unnatural shaping of teeth for nonmedical reasons is prohibited

Appearance and Uniform Regulations

Text in "Green" denotes a significant change in policy

BY ORDER OF:

A handwritten signature in black ink, reading "Anthony L. Godwin". The signature is written in a cursive style with a horizontal line underneath it.

Anthony L. Godwin
Chief of Police