

# EASTON POLICE DEPARTMENT

<b>GROOMING, UNIFORM DRESS AND MILITARY COURTESY</b>	
<b>CHAPTER: 07</b>	<b>ADMINISTRATIVE MANUAL</b>
<b>AMENDS/SUPERSEDES:</b>	<b>REVISED: October 19, 2016</b>
<b>APPROVED:</b> _____ <i>Chief of Police</i>	<b>EFFECTIVE DATE: January 1, 2001</b>

## 7-1.0 APPEARANCE AND GROOMING

### A. GENERAL

1. Members of the law enforcement profession, sworn and support, are engaged in direct contact with the general public 24 hours a day. In order to maintain respect and preserve credibility, members are expected to adhere to the professional dress and grooming standards of the agency meant to distinguish them as neat, well-dressed representatives of the agency. To this end, members are required to be neat, clean and well-groomed at all times.
2. Appearance Standards:
  - a. May only be deviated with the approval of the member's commander.
  - b. Are monitored by all supervisors.
  - c. Members will be professional, clean and well-groomed.

### B. HAIR

1. Male members:
  - a. Hair will be clean, neat and present a well-groomed appearance, taking into consideration the texture of their hair. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance.
  - b. Hair will present a tapered appearance and when combed, it will not fall over the ears or eyebrows, or extend below the top edge of the shirt collar, except for the closely cut hair at the back of the neck. The so-called "block cut" fullness in the back is permitted in moderate degree.
  - c. In all cases, the bulk or length of hair shall not interfere with normal wearing of departmental headgear.
  - d. Hair coloring, if used, must appear natural. Bizarre or extreme hairstyles, e.g., mohawk cut or cornrows, are prohibited.
2. Female members:
  - a. Hair will be neatly groomed. The length, bulk, or appearance of natural hair will not be excessive, ragged or unkempt. Hair in front will be groomed so that it does not fall below the band of properly worn uniform headgear. The hair may be worn slightly over

the ears, but in no case will the length or bulk of the hair interfere with the proper wearing of any authorized headgear.

- b. Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.
- c. Hair coloring, if used, must appear natural.
- d. No ribbons or ornaments shall be worn in the hair, except for neat inconspicuous bobby pins or conservative barrettes.
- e. A bun will be permitted on top or back of the head, in a neat and attractive manner, provided it does not interfere with the wearing of uniform headgear and does not hang over the collar.
- f. Ponytails or plaited hair is prohibited while in uniform for sworn members.

### **C. WIGS**

Wigs or hairpieces may be worn, provided that they conform to the aforementioned standards.

### **D. MUSTACHES**

The face will be clean shaven, however, mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed and tidy. No portion of the mustache will cover the upper lip line nor extend beyond the crease of the upper and lower lips. Handlebar mustaches, beards and goatees are not permitted, except as authorized by the Chief of Police.

### **E. SIDEBURNS**

Sideburns will be neatly trimmed and tapered. Sideburns will not extend below the lowest part of the earlobe.

### **F. BEARDS**

1. Are prohibited generally (see below exceptions); members must be clean-shaven while on duty.
2. Exceptions:
  - a. Members unable to shave due to a diagnosed medical condition, must submit a physician's certification of the medical condition to their commander. These members shall not wear the beard at a length exceeding one-quarter inch, unless otherwise dictated by the physician for medical purposes only.
  - b. Members while in plainclothes assignments, at the discretion of their commander.

### **G. FINGERNAILS**

1. Must be kept neatly trimmed and free of dirt.
2. While in uniform, may be colored in conservative polish or coating.

### **H. MAKEUP**

When worn, cosmetics will be in good taste and natural looking.

## **I. JEWELRY**

1. Rings are permissible, provided they are neither large nor gaudy.
2. Earrings, only those commonly referred to as a stud are permissible. Members assigned to specialized enforcement duties that require an inconspicuous appearance, must have the approval of their commander to deviate from this policy.
3. Necklaces and wristwatches are permitted, but necklaces must be worn under the shirt and not visible.
4. If lost or damaged, will not be eligible for reimbursement by the Department. Exception: members with wristwatches damaged in the line of duty may be eligible for reasonable compensation.

## **J. SUNGLASSES**

May be worn, the frames and lenses must be of a conservative color and the lenses may not reflect a mirrored image.

## **K. NON-UNIFORMED CLOTHING STANDARDS**

1. Will conform to appropriate dress standards for a professional business environment.
2. Prohibit extremes in dress (e.g., tight-fitting, flashy, etc.).
3. Clothing will be clean and given a pressed appearance before each tour of duty.
4. Will be as follows for males during working hours or court appearances:
  - a. A suit and tie or sport coat, dress slacks, dress shirt and tie.
  - b. Fingertip-length dress jackets may be worn.
  - c. Dress shoes or boots which will be free of dirt and shined. Foul weather footwear will be conservative in appearance.
5. Will be as follows for females during working hours or court appearances:
  - a. A dress, business suit, or pants suit.
  - b. A dress skirt and dress blouse, or dress slacks and dress blouse.
  - c. Dress shoes or boots, which will be free of dirt and shined. Foul weather footwear will be conservative in appearance.

## **7-2.0 UNIFORMS AND EQUIPMENT**

### **A. GENERAL**

1. All uniform clothing and equipment must be approved by the Chief of Police.
2. The departmental uniform will be worn by all personnel, except detectives, when on duty, unless the Chief of Police, or in his absence, his representative, has authorized the wearing of civilian clothes. The wearing of combinations of uniform items not prescribed in this regulation or other authorized documents is prohibited.
3. Members will come to work and leave either in uniform or civilian dress. The mixing of civilian clothing and uniform dress is strictly prohibited, except for police range officers actively serving in that capacity.
4. Members shall not allow another member of the Department, or any other person, to use his badge, I.D., or any other of his means of personal identification.
5. Members shall not sell, exchange, lend, borrow or give away any part of their issued uniforms or equipment.
6. Members will not wear uniform or equipment items in any private performance, exhibition or parade without the permission of the Chief of Police.

7. Any member under indefinite suspension pending a hearing for removal, must turn in to the quartermaster, all departmental property issued to him.
8. Whenever a police officer is under suspension as a result of disciplinary action, or pending disciplinary action, he shall be required to surrender to the quartermaster for the period of suspension the following:
  - a. Issued weapon and ammunition.
  - b. Police badges.
  - c. Easton Police Department Identification Card and Maryland Police Training and Standards Commission Certification Card.
9. Members are required to surrender to the quartermaster, all Department property in their possession upon separation from employment. Failure to return non-expendable items may cause the person to reimburse the Department for the fair market value of the article(s).
10. Members shall be held responsible for all equipment issued to them. Where it is established that this equipment is lost or damaged through negligence, the member concerned may be obligated to replace the item(s) at his own expense.
11. No decoration or insignia shall be worn by any member on departmental uniform, unless authorized by the Chief of Police, who will designate, in writing, with a copy in the member's file, where, when, and in what manner the insignia or decoration shall be worn. In addition, members are forbidden to wear uniform items or use equipment that is not issued by the Department or approved by the Chief of Police.
12. Support members will wear a uniform issued by the Department and shall, where applicable, abide by all of the standards of dress and neatness prescribed for sworn members. It shall also be the policy of this Department that the attire of on-duty, non-uniformed members will be such that it will reflect an appropriate and professional appearance.

## **B. UNIFORMS**

1. The uniform is a symbol of authority and its wearer commands respect, as the uniform identifies the member as a representative of this Department. It must be in excellent condition, pressed and worn with pride, in a manner to bring credit and professionalism to the Department. The uniform worn by members of this Department is tailor made and was designed with comfort, durability and professionalism in mind. To this end, members must remember that when in uniform, they represent this Department and the police profession in general, and will wear their uniform in conformance with Department guidelines.
2. Must conform to fit, material and workmanship standards and be made according to the specifications prescribed by the Chief of Police.
3. Must be readily available to all sworn members, regardless of assignment, for uniformed details and other assignments.
4. Will not be worn by members summoned to appear before a judicial officer as a defendant or witness in a criminal or traffic case, or as a defendant, plaintiff, or witness in a civil case, unless the case results from a criminal or civil action arising from official police duties.
5. Are divided into three categories:
  - a. Class A.
  - b. Class B.
  - c. Class C.
6. Class "A" uniform:
  - a. Consists of the following:
    - 1) Dress blouse.
    - 2) White long sleeve shirt.
    - 3) Black tie.
    - 4) Black trousers with red over gold stripe.

- 5) Black straw hat.
- 6) The following equipment will be worn on the dress Sam Brown belt:
  - a) Duty holster and weapon.
  - b) Handcuff case and handcuffs.
  - c) Magazine pouch and magazines.
- 7) White dress gloves.
- 8) Dress shoes.
- b. May be worn by members representing the Department at special functions or events.
- c. Honor Guard members will wear the following additional equipment:
  - 1) Black felt hat.
  - 2) Shoulder cords.
- 7. Class "B" uniform:
  - a. Consists of the following:
    - 1) Gray long sleeve shirt.
    - 2) Black tie.
    - 3) Black trousers with gray over red stripe.
    - 4) Black straw hat.
  - b. Will be the uniform of the day. Short sleeve shirts are optional between May 1 through September 30.
- 8. Class "C" uniform:
  - a. The class "C" uniform shall be worn by officers assigned to a specialty assignment such as bicycle patrol and K-9.
  - b. The uniform for these assignments will be as approved by the Chief of Police.

**C. ISSUED UNIFORM ITEMS**

- 1. The following equipment is issued to all sworn officers:

Ammunition	Holster
Two Badges	2 Nameplates
Belt keepers	Baton
Body armor	Orange gloves
Chemical weapon	Radio case w/belt attachment
Duty Hat	Raincoat
3 Magazines	Hat cover
Magazine pouch	Gun belt
Handcuffs	Service weapon
Handcuff case	Tie
Portable radio	Tie bar

- 2. Acceptable Non-issue Uniform Accessories:

Socks: black/navy blue  
 Shoes: black, plain toe, low quarter, plain toe Wellington boots, or high top, lace or zipper  
 Gloves: black  
 Scarves: black (no silk)  
 Boots: combat, plain black, zipper, buckle, or pull on  
 Boots: rubber, plain black, for inclement weather, zipper, buckle, or pull on

3. Police Badge:
  - a. The issued police badge shall be displayed on the outermost garment, over the left breast pocket, at all times by members when in uniform.
  - b. Plainclothes members, while acting in their official capacity at the scene of a serious crime or other police emergency, where their identity should be known, shall display their badge in a conspicuous manner.
  
4. Hats: The shift supervisor will be responsible for determining which hat should be worn for any particular shift. The mixing of head wear should be avoided.
  - a. There are four types of hats worn by members of the Department:
    - 1) Felt Stetson:
      - a) Is mandated attire with the Class "A" uniform.
      - b) Will be black in color with no eyelets.
    - 2) Straw Stetson:
      - a) Is optional attire for the Class "B" summer option uniform.
      - b) Is required head wear for Court attendance.
      - c) Will be black in color with no eyelets.
    - 3) Black Baseball Cap:
      - a) Will be worn by members of the Patrol Division.
      - b) Will have the Department insignia, silver in color, centered on the face of the cap.
      - c) Is optional attire for the Class "B" summer option uniform.
      - d) Is optional attire for the Class "B" uniform during late and night shifts between October 1 and April 30.
      - e) Is the primary hat worn by officers assigned to a specialty assignment such as Special Operations and K-9.
      - f) Officers will be issued two caps per year.
  - b. Worn on all routine business contacts with the public, foot patrol and during crowd control situations.
  - c. Worn during special functions (e.g., funeral details, parades, etc.).
  - d. Wearing not required while in a Department or privately owned vehicle.
  - e. Need not be worn during:
    - 1) Foot pursuit of a suspect.
    - 2) Emergency situations where speed and efficiency are the officer's major concern (e.g., crime in progress, emergency medical treatment, etc.).
    - 3) Extremely windy weather.
    - 4) Vehicle stops where the speed limit causes wind turbulence from rapidly moving vehicles.
  - f. The black leather strap on the Stetsons will be threaded through the appropriate eyelets in the brim of the hat, so that the strap goes around the back of the wearer's head and the buckle is fastened and centered at the front of the hat. The running end of the strap will be to the wearer's left. The hat will be worn with a slight tilt to the front, but will not be tilted to either side. No modification in the shape of the hat is authorized.
  - g. The Stetson requires some care on the part of the individual if they are to retain a good appearance and give satisfactory service. Turning out the leather sweat band after a hot day or after the hat has been worn in the rain, will preserve the life of the hat. With the leather sweatband turned out, accumulated perspiration and hair oil will evaporate.
  - h. When the Stetson is not being put to use temporarily, it should be placed on a flat surface resting on the brim, or put on a hanger so that the brim is not pressing on another

object. If the hat is not to be worn overnight or for any greater period of time, it is best to keep it in a hatbox.

- i. The black baseball cap will require periodic washing to remove unsightly sweat rings.
- j. The cap will be worn with the brim facing forward, centered to the wearers face, with no extensive curvatures to the brim. The cap should not be tipped severely forward or backwards.
- k. The black baseball cap is an issued uniform item and may not be worn when off duty or in civilian attire.

5. Tie:

- a. The black regulation issue tie will be worn whenever a jacket or a long sleeve shirt is worn.
- b. The tie is to be worn with the issued tie bar, which will rest between the second and third button of the shirt front, and in line with the top of each breast pocket.

6. Name Plate:

- a. The issued name plate will be worn on the outermost garment, centered, and even with the top seam of the right breast pocket.
- b. Attachments to the nameplate must be approved by the Chief of Police.

7. Pistol (Shooting) Badge:

- a. The issued pistol badge may be worn on the outermost garment, on the flap of the left breast pocket, centered between the top of the buttonhole and the top of the pocket.
- b. The shooting badge will only be issued by the Department Firearms Instructor, with approval of the Chief of Police.
- c. The shooting badge is subject to change with each qualification score registered by the employee.

8. Awards and Ribbons:

- a. Medal of Honor – The drape will be worn on the wearer's left directly below the badge, and centered on the pocket one-half inch below the flap of the dress blouse only.
- b. Worn on the uniform shirt, dress blouse or jacket, half-inch below top seam of the wearer's right pocket flap, centered on the flap.
- c. If more than one type of ribbon is worn, they shall be worn no more than two to a line, in ranking order, from top to bottom and from the wearer's left to right.

Example: If there are three awards, they shall be worn in two rows, with the highest ranking ribbon centered over the other two ribbons. If there are four awards, the highest ranking ribbon will be worn on the top row to the wearer's left, with the second ranking ribbon next to it and the two lower ranking ribbons on the bottom row.

Note: All ribbons that end with a blue field shall be worn with the blue field to the wearer's left.

9. Service Pins:

- a. Are not required to be worn.
- b. When worn, they shall be placed one-half inch above the center of the nameplate or in the center of the tie.

10. Other Awards:

Ribbons presented by other police agencies to a member of this Department, which have been authorized by the Chief of Police, will be worn in the same manner as ribbons issued by this agency.

11. Rank Insignia/Collar Pins:

- a. Metallic rank insignia devices worn by the rank of Lieutenant or above, will be worn on the shirt collar centered between the top and bottom of the collar, and one-half inch from the front of the collar.
- b. All other members will wear E.P.D. insignia pins on each side of the shirt collar in the same manner as the rank insignia pins.
- c. Rank stripes shall be sewn on each sleeve of the Department issued jackets and shirts, one-half inch below the shoulder patch.

12. Jackets:

- a. Class A: worn with service medals and issued pistol badge, in addition to the nameplate, badge and special unit designation.
- b. Class B and C: issued work coat worn with police badge, special unit designation and name tag. Officers may wear authorized awards and accessories.
- c. Both jackets, when worn outside, will be zipped or buttoned at least three-quarters of the way up.

13. Uniform Shirts:

- a. Short sleeve shirt: the issued short sleeve shirt shall be worn with the police badge and nametag and appropriate collar insignia. Employees may wear authorized awards and accessories.
- b. Long sleeve shirt: the issued long sleeve shirt shall be worn with the appropriate collar insignia, tie, and police badge and nametag when worn without a jacket. Employees may wear authorized awards and accessories.
- c. Authorized mock turtleneck may be worn in lieu of a tie.

14. Trousers:

Only issued or authorized uniform trousers shall be worn by members when in uniform.

15. Sweaters:

Only issued or authorized sweaters may be worn with the uniform.

16. T-shirts:

- a. When a T-shirt is worn, it is not permitted to show above the open collar of the short sleeve summer shirt, unless it is black in color.
- b. The T-shirt will not show below the sleeve of the short sleeve summer shirt.
- c. Plain white T-shirts shall not be worn if the T-shirt is visible through the uniformed shirt.

17. Black Beanie Hat:

The Department issued black beanie hat may be worn during the winter months, due to inclement weather.

18. Footwear:

- a. Members, when in dress uniform, will wear a highly shined, plain toe, black leather or simulated leather shoe.
- b. Police officers, when in uniform on patrol, will wear a plain toe, black leather or simulated leather, shoe or boot. The shoe may be a low quarter, high top, or plain toe Wellington boot and may lace or zip.
- c. Unless medically required by a physician for a limited time, the shoe will be worn with a plain black sock.
- d. Support members, when in uniform, will wear shoes which conform to the standards of those required to be worn by uniformed police officers. Female support members, when in uniform, will wear a plain black leather or a simulated leather shoe. The shoe will be a low quarter slip-on loafer or pump style or a laced moccasin style with a flat to medium heel. The female shoe will be worn with neutral colored hose or plain black socks.
- e. Any request for optional footwear must be approved by the Chief of Police.

19. Boots:

Black leather combat-type boots or black rubber boots are permissible during tactical situations and during extreme adverse conditions, such as: rain and snow storms, searches, and disaster-type situations, with the approval of the Squad Supervisor.

20. Gun belt:

Only the issued or approved gun belt will be worn directly over the waist belt and will fit snugly and held in place with issued belt keepers. The following equipment will be carried on the gun belt:

- a. Issued service weapon.
- b. Issued or approved holster, which must be worn on the carrier's strong arm side and may not be carried as a cross draw.
- c. Handcuffs in a carrier.
- d. Radio in swivel case.
- e. Extra magazines with ammunition in magazine pouch. Each magazine shall carry fifteen (15) rounds of ammunition approved by the Chief of Police.
- f. Issued chemical weapon and holster and issued baton and holster will be worn by all uniformed patrol officers of the rank of Sergeant and below, while on duty.
- g. Optional or modified equipment may be approved by the Chief of Police.

21. Shoulder patch:

- a. The Departmental full color patch will be worn on the left and right sleeve of all jackets and shirts issued by the Department. The patch will be centered and sewn one-half inch below the shoulder seam.
- b. Graduates of the F.B.I. National Academy are authorized to wear the Academy patch on the right shoulder of the class "A" and class "B" jacket. It is to be centered on the sleeve and sewn one-half inch below the shoulder seam.

- c. All other patches must be approved by the Chief of Police and sewn on in the manner prescribed. All exceptions will be made, in writing, and placed in the individual's personnel file.
- d. Honor Guard members will wear a rocker sewn one-half inch below the shoulder patch.

22. Squad Uniformity:

When a squad reports for duty, all personnel will wear the same type of uniform. Exception: wearing of jackets/coats, mock turtlenecks, ties and beanie hats may be optional, according to individual preference or comfort level. It will be worn in the manner prescribed by this directive. It is the duty of the Squad Supervisor to assure that every member of his squad is dressed alike. It is also his responsibility to see that the appropriate corrections are made to uniform infractions before an offending member goes on patrol. Exceptions to squad uniformity, are officers on special assignments, patrol, traffic assignments, etc., in adverse weather. In addition, safety-glo gloves and reflective vests should be worn for traffic direction.

23. Special Units:

Members of this Department, who wear specialized uniforms will be covered by a separate directive, approved by the Chief of Police.

### **7-3.0 MILITARY COURTESY**

#### **A. GENERAL**

Military courtesy deals mainly with affording correct courtesy and respect to subordinates, fellow workers, and supervisors. Military courtesy adds an air of professionalism, combined with a well-dressed officer, it presents a positive public image.

#### **B. HAND SALUTE**

1. To execute the hand salute, raise the right hand to the headgear and with the tip of the forefinger, touch the rim of the visor slightly to the right of the right eye. The fingers and thumb are extended and joined palm down. The outer edge of the hand is barely canted downward, so that neither the palm nor the back of the hand is visible from the front. The upper arm is horizontal, with the elbow inclined slightly forward and the hand and wrist straight.
2. When not wearing departmental headgear, the hand salute is executed in the same manner as previously described, except the tip of the forefinger touches the forehead near the eyebrow, slightly to the right of the right eye.

#### **C. OUTDOORS**

Members of this Department, when in uniform, upon encountering an officer with the rank of Lieutenant or above, of this or any other police department, shall render the proper hand salute, regardless of whether or not the officer is in uniform, if the employee recognizes him as an officer.

#### **D. INDOORS**

When inside the building, saluting throughout the day is not necessary, but may be practiced at the discretion of those involved as a matter of courtesy.

#### **E. UNDERCOVER**

No salute or other acknowledgement will be made when encountering another member who is known to be assigned to investigative or other types of covert operations, unless such member makes an acknowledgement first.

#### **F. CIVILIAN CLOTHES AND OFF DUTY**

1. When an officer is off-duty, he is under no obligation to render a hand salute to a Commander who is either on or off duty.
2. When a Commander has responded to the scene of any incident and is in civilian clothing, or uniform, a hand salute will be rendered by all officers below his rank, upon the initial contact.

#### **G. FLAG**

1. During parades and ceremonies, when the American Flag passes by, a hand salute will be rendered by all uniformed personnel assigned to the event.
2. During the Pledge of Allegiance or the playing of the National Anthem, a member in uniform wearing departmental headgear, will render the hand salute and hold it until the Pledge or Anthem is finished. With departmental headgear off, the employee will place his right hand over his badge and hold it there until the Pledge or Anthem is finished.
3. When wearing a weapon and indoors, it is permissible for the officer to keep headgear on, unless assigned to a court of law.
4. A salute shows respect for the position the officer holds and pride in the Department. It does not reflect personal feelings toward individuals. If in doubt, salute.

#### **H. VERBAL ADDRESS**

The Easton Police Department is a para-military organization. In keeping with basic military courtesy, when in public or in the company of other members of this or another department, when addressing an officer the rank of Lieutenant or above, the use of the word "Sir" or a rank description, in general conversation is expected.

Examples: First contact of the day with a Commander; Officer renders and holds the hand salute, addressing the commander, "Good morning, sir", or "Good morning Lieutenant (Captain, Chief)." The ranking officer returns the salute and says "Good morning, Sergeant, (Officer)."

#### **7-4.0 BODY ARMOR**

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use and care of body armor.

#### **7-4.1 DEFINITIONS/ABBREVIATIONS**

Field Activities: Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capacities.

#### **7-4.2 POLICY**

It is the policy of this law enforcement agency to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

#### **7-4.3 ISSUANCE OF BODY ARMOR**

1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
2. All officers shall be issued agency-approved body armor.
3. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

#### **7-4.4 USE OF BODY ARMOR**

1. Officers shall wear only agency-approved body armor.
2. Body armor shall be worn by recruit officers during both classroom (if available) and field training.
3. Officers that are assigned to a uniformed function and non-uniformed sworn officers are required to wear body armor while engaged in field activities both on duty and during off duty employment unless exempt as follows:
  - a. When a physician determines that an officer has a medical condition that would preclude wearing body armor.
  - b. When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor; or
  - c. When the department determines that circumstances make it inappropriate to mandate wearing body armor.

#### **7-4.5 INSPECTIONS OF BODY ARMOR**

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
2. Annual inspections of body armor shall be conducted for fit, cleanliness, signs of damage, abuse and wear.

#### **7-4.6 CARE, CLEANING AND REPLACEMENT OF BODY ARMOR**

1. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.
2. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
3. Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.
4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and in writing to the quartermaster.
5. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

#### **7-4.7 TRAINING**

The training officer shall be responsible for:

1. Monitoring technological advances in the body armor industry that may necessitate a change in body armor.
2. Assessing weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
3. Providing training programs that demonstrate body armor's stopping power under actual firing conditions and that emphasize its safe and proper use.
4. Maintaining department statistics on incidents where armor has or has not protected officers from harm, including traffic accidents.

#### **7-4.8 ASSAULT ON OFFICER WEARING BODY ARMOR**

1. Officers struck by gunfire or some other object propelled by a great amount of force in the area protected by body armor shall be taken to a hospital as soon as possible for medical evaluation, even if there is no visible injury or the injury seems minor.
2. The officer's supervisor will ensure that medical treatment is received and that the appropriate reports are completed.

#### **7-5.0 MOCK TURTLENECK SHIRTS**

The purpose of this policy is to provide law enforcement officers with authorization and guidelines for the proper wearing of "mock turtleneck" shirts.

##### **7-5.1 POLICY**

It is the policy of this law enforcement agency to maximize officer comfort by authorizing the wearing of a black mock turtleneck shirt under the class B uniform long sleeve shirt. The Easton Police Department will not purchase these shirts, but will authorize officers to purchase and wear the shirts.

##### **7-5.2 BRAND AND STYLE**

1. Brand and style are selected by the agency based on fabric resistance to shrinkage, fading and stretching out of shape.
2. Officers shall wear only agency-approved black in color mock turtleneck shirts.
3. Brand and style shall be specifically approved by the Chief of Police.

4. Information on Brand and Style shall be maintained and disseminated by the Department Quartermaster.

### **7-5.3 PROPER WEARING OF BLACK MOCK TURTLENECK**

1. May only be worn during times requiring long sleeve class B uniform.
2. May be worn in lieu of the issued tie and tie bar.
3. May not have any embroidery, silk screening, printing or any other markings, initials or logos visible above or through the class B uniform shirt.
4. When mock turtleneck is worn, only the top button of the class B long sleeve shirt may be left undone.
5. Mock Turtleneck sleeves may not protrude out the bottom of the sleeves of the class B long sleeve shirt.
6. When properly fitted, the neck of the mock turtleneck shirt should rest against the wearers skin and not hang loose, appear stretched or misshaped.
7. Mock turtlenecks showing excessive fading, stretching or are misshaped may not be worn

### **7-5.4 EXCEPTIONS**

1. This general order does not apply to the issued bike patrol mock turtleneck.
2. Officers attending Circuit Court in this or any other county must wear the issued tie and tie bar and may not wear a visible mock turtleneck shirt

### **7-6.0 USB DEVICES**

The purpose of this policy is to provide rules and regulations for the use of USB devices on Town/Department owned computers/hardware and the proper use of Department issued USB devices.

### **7-6.1 DEFINITIONS/ABBREVIATIONS**

Thumb Drive	Generic description for USB type memory device
USB	Universal Serial Bus – A standard method of connecting peripheral devices to computers. For this G.O., it will mostly refer to memory devices used to store information.
MDT	Mobile Data Terminal (vehicle laptops)

### **7-6.3 OVERVIEW**

Officers have a need to save reports, forms and other information for use in their daily work. With many officers using a limited number of computers, utilizing a USB device allows the officer to carry and maintain this information, regardless of what computer they use. With personally owned USB devices, the threat to Department computers and network from malware and viruses remains high. In order to mitigate these threats, the Department will issue USB devices that fulfill security requirements by the Town's IT and maintain security as required by the Federal and State Government for the protection of Criminal Justice Information. (CJI.)

#### 7-6.4 POLICY

1. All sworn officers and those civilian employees with demonstrated need, will be issued a Department owned and controlled USB storage device, "IronKey," for use in their daily work.
2. The IronKey devices are programmed to only work in Town or Department owned computers or hardware that are on the Town's controlled and maintained network. Use of these devices is permissible in the MDT's in the patrol vehicles.
3. IronKey devices will not be used in any other computer equipment. These devices are programmed so they will not operate on any equipment where the Town network is not recognized.
4. These devices will be accounted for just as all other equipment that is issued to officers on an individual basis.
  - a. Officers will be required to sign for these devices;
  - b. Officers will be required to produce these devices upon demand by a superior officer;
  - c. Officers will return these devices with all other equipment when their employment terminates by any means.
5. Upon receipt of the device and with the assistance of the IT manager or his designee, it will be plugged into a computer for programming.
  - a. The assigned user will be required to set their own password.
    - 1) The password must be a minimum of 7 characters. It can be longer than 7 characters to a max of 20 characters.
    - 2) The password must contain a minimum of three data sets: at least one capital letter, one lower case letter and one number. Special characters are allowed but not required (!@#\$% etc.)
    - 3) As with all passwords, they are to be kept confidential and are not to be shared with others.
    - 4) Passwords can be reset if needed by the IT manager or his designee with administrative access.
  - b. The device is managed by a cloud based system and automatically checks for updates each time the device is plugged into a network computer.
    - 1) Any updates to the device software will occur at this time. Please follow prompts as the updating process continues.
    - 2) Any updates to file managed by the Department will also occur at this time.
  - c. Once any updating occurs, employees will be assisted with moving files from their own USB/memory devices to the IronKey device.
    - 1) No other USB/memory devices will be permitted to be used in any Town owned equipment once files are moved from a personal device to the IronKey device.
    - 2) It is helpful if all files to be move are placed in one folder on the old device. These must be files containing Department information only, no personal information is to be transferred to the IronKey device.
    - 3) Any information on these devices is subject to scrutiny by the Department or the Courts just as other devices issued by the Department.